



Client: Chong Hing Bank
Project: CIF
Period: 01/07/2016 - 31/07/2016
Name: LAU KA FAI

ID	Date	Leave Taken (hrs)	Remarks
1	1-Jul-16 (PUBLIC HOLIDAY)		
2	2-Jul-16 (SAT)		
3	3-Jul-16 (SUN)		
4	4-Jul-16	8	
5	5-Jul-16	8	
6	6-Jul-16	8	
7	7-Jul-16	8	
8	8-Jul-16	8	
9	9-Jul-16 (SAT)		
10	10-Jul-16 (SUN)		
11	11-Jul-16	8	
12	12-Jul-16	8	
13	13-Jul-16	8	
14	14-Jul-16	8	
15	15-Jul-16	8	
16	16-Jul-16 (SAT)		
17	17-Jul-16 (SUN)		
18	18-Jul-16	8	
19	19-Jul-16	8	
20	20-Jul-16	8	
21	21-Jul-16	8	
22	22-Jul-16	8	
23	23-Jul-16 (SAT)		
24	24-Jul-16 (SUN)		
25	25-Jul-16	8	
26	26-Jul-16	8	
27	27-Jul-16	8	
28	28-Jul-16	8	
29	29-Jul-16	8	
30	30-Jul-16 (SAT)		
31	31-Jul-16 (SUN)		
Total:		160.00	

Staff's Signature: _____

Supervisor/ Section Head's Approval: _____