

**EMPLOYEE LEAVE REQUEST FORM**

**员工请假申请表**

Name名字: …………………………………………….. DEPARTMENT部门……………………………………………

Date日期: ……………………………………………….. ID NUMBER工牌号: …………………………………………….

Type of leave requested (Please Tick) 请假类型（请勾选）

|  |  |
| --- | --- |
| Casual Leave 休闲 假期 |  |
| Sick Leave 病假 |  |
| Annual Leave 年假 |  |
| Other: 其他： | |

Effective Date 生效日期: ……………………………………………………………………………………

Comment备注: …………………………………………………………………………………………………………………………..

Total time requested 请假天数:…………………… Employee Signature 员工签名: …………………….

**Notification to Employee通知员工**

The above request is; 以上要求是;

**APPROVED**: 批准： Yes是 No 否

**APPROVED BY**批准人**:**

(Department Manager) (部门主管):: …………………… Department Director(分管领导)：………………………..

HR Manager人力资源经理:……………………..

**Leave with pay**带薪休假: Applicable 适用 Not Applicable 不适用

|  |  |
| --- | --- |
| Received By:  接收人： | Authentication: Signature and Stamped  身份验证：签名和盖章 |
|  |  |

Date Approved批准日期: ……………………………. Resumption Date消假日期: ………………………

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