**Annex II**

**Application for Leave by T-Contract Staff**

**Part 1 (to be completed by T-contract Staff)**

|  |  |
| --- | --- |
| Full Name of Staff | {staffname} |

*(as shown on \* HKID Card / ~~Passport~~)*

|  |  |
| --- | --- |
| Staff Category & Project Team | {staffcategory} |

|  |  |
| --- | --- |
| T-contractor | {agentname} |

|  |  |
| --- | --- |
| Nature of Leave | \* Vacation / ~~Sick~~ (Doctor’s Certificate \* is/ is not attached) |

|  |  |
| --- | --- |
| Leave Period | {leaveperiod} |

|  |  |
| --- | --- |
| No. of Leave Days | {leavedays} |

|  |  |
| --- | --- |
| Date of Return | {dateofreturn} |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Signature |  | Date | {staffsigndate} |

*\* delete as appropriate*

**Part 2 - Recommendation (to be completed by T-contractor)**

|  |  |
| --- | --- |
| Leave recommended by |  |

*(Signature)*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

*(Name & Designation) (Company Chop)*

|  |  |
| --- | --- |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Note:** | **The form should be returned/faxed to the project team at** |  | **(Fax No.)** |
|  | **after recommendation by T-contractor.** |  |  |

**Part 3 - Approval (to be completed by Supervisor/Project Team)**

|  |  |
| --- | --- |
| Leave approved by |  |

*(Signature)*

|  |  |
| --- | --- |
|  |  |

*(Name & Designation)*

|  |  |
| --- | --- |
| Date |  |

[Leave Application Form, November 2018]