



INFOTECH SERVICES (HONG KONG) LIMITED

Application for Leave by Contract Staff

Part 1 (to be completed by Contract Staff)

Full Name of Staff _____
Category/Position/Project Team _____
Client Co/Govt Dept Name _____
Nature of Leave *Vacation /Sick (Doctor's Certificate *is/is not attached)
Leave Period _____
No. of Leave Days _____
Date of Return _____

Applicant's Signature _____ Date _____

* delete as appropriate

Part 2 – Recommendation (to be completed by InfoTech)

Leave recommended by _____
(Signature)

(Name & Designation)

Date _____

Note The form should be returned/faxed to the project team of the client at _____ (Fax No or E-Mail) after recommendation by InfoTech

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

Leave approved by _____
(Signature)

(Name & Designation) (Company/Govt Dept Name)

Date _____