



# Leave Application Form

- ❖ Students are required to apply for leave at least **THREE DAYS** in advance of the desired leave, except for sick and emergency leave.
- ❖ Students should hand in the completed leave application form to the **RECEPTION ONLY**
- ❖ For each subject, student has a *maximum of 2 weeks of leave* (including all forms of leave) entitled to his/her subject attendance record. All other approved leave will be counted as absence towards attendance record. All the approved leave will be counted as absence towards the "Excellence Attendance Award"
- ❖ Please come back to reception in 3 working days to pick up the reply slip.

**Application Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name: _____	DOB: _____		
Class Name: _____			
<b>Leave Dates:</b>			
From: _____	to _____ inclusive		
Returning class on: _____			
Leave Length: _____	hours _____ days _____ weeks		
<b>Reason for Leave:</b>			
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Family Emergency	<input type="checkbox"/> Personal Affairs	<input type="checkbox"/> Other
Explain: _____			
_____			
_____			
Emergency Contact Person: _____		Tel No: _____	

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## Office Use Only

**Approved** \_\_\_\_\_ hours \_\_\_\_\_ days \_\_\_\_\_ weeks.

**Not Approved** Reason: \_\_\_\_\_

**Staff Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Student Reply Slip** Student Name: \_\_\_\_\_

**Approved** \_\_\_\_\_ hours \_\_\_\_\_ days \_\_\_\_\_ weeks;

From \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**Not Approved** Reason: \_\_\_\_\_

**Date of Process:** \_\_\_\_\_ **Name of Processor:** \_\_\_\_\_