



## LEAVE APPLICATION FORM

**PART I: To be filled in properly by every applicant**

Name of Applicant: \_\_\_\_\_

Leave applied: from \_\_\_\_\_ to \_\_\_\_\_ No. of Days: \_\_\_\_\_

Nature of Leave (Please tick)

- a. Annual Leave: 7 days or above
  - b. Emergency Leave: not more than 3 days
  - c. Others (attending conference, official duties, etc)
- Please specify as clearly as possible for each of (b) and (c)

Reasons: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person-in-charge during my absent

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

**PART II: To be filled in by Rector/Person-in-charge**

Leave this column blank if you (the applicant) are the Rector or Person-in-Charge

Leave agreed by (Name of Rector or Person-in-charge): \_\_\_\_\_

**PART III: For Diocesan Office use only**

Leave approved by (Bishop/His Commissary): \_\_\_\_\_ Date: \_\_\_\_\_

Current entitlement To-date: \_\_\_\_\_ days

Leave taken through this form \_\_\_\_\_ days

Balance of leave brought forward \_\_\_\_\_ days