



RT/RA's Leave Application Form

Applicant's Name		Contact Information During Absence	
From (dd/mm/yy)		Total Leave Days Available	
To (dd/mm/yy)		Total Leave Work Days	
Leave Reasons			
Substitute's Name		Substitute's Contact Information	
Applicant's Signature		Date (dd/mm/yy)	
Substitute's Signature		Date (dd/mm/yy)	
Approval of Leave			
Applicant's Back Time (dd/mm/yy)		Applicant's Signature	
Remarks			

Notes:

1. Application for leave should be submitted at least 5 work days before leave commences.
2. Substitute cannot take a leave during the applicant's absence.
3. Applicant needs sign his/her name on the form when comes back the RC.
4. A RT/RA's leave should not be more than 7 days, except special reason approved by Associate Master.
5. The leave for academic purpose and for college or university is not included in the 7 days' leave defined by RT/RA's contract.