

VACATION REQUEST**休假申请**

Name : _____

Clock No: _____

姓名: _____

考勤卡号: _____

Position: _____

Department: _____

职位: _____

部门: _____

<i>For HR Use Only</i>		Days Requested		Total
Vacation Balance Details		From	To	Days
		Annual Leave		
Year:	Due:	Annual Leave in Advance		
Previous Year		Unpaid Vacation		
Current Year		Public Holidays (Due)		
Now Available		Public Holidays (Advance)		
Balance		Day Due (Pending)		
		Extra Hours (Pending)		
		Total Vacation		
Joining Date:		BACK TO REPORT FOR WORK ON: _____		
Contract Expiry:		Contact Address: _____		
Work Permit Expiry:		Tel.: _____		
Visa Expiry:		Signatures:		
		Employee: _____ Date: _____		
Ticket Entitlement:		Department Head: _____ Date: _____		
机票权益:		Human Resources Manager: _____ Date: _____		
<input type="checkbox"/> Entitled		General Manager: _____ Date: _____		
<input type="checkbox"/> Loan				
<input type="checkbox"/> Own				
Ticket Booked:				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
From:	To:			
Date of Travel:				

Copy to:

☐

Finance

☐

Department Head

Remarks:
