

VACATION REQUEST

休假申请

Name : _____
姓名: _____

Clock No: _____
考勤卡号: _____

Position: _____
职位: _____

Department: _____
部门: _____

For HR Use Only	
Vacation Balance Details	
Year:	Due:
Previous Year	
Current Year	
Now Available	
Balance	
Joining Date:	
Contract Expiry:	
Work Permit Expiry:	
Visa Expiry:	
Ticket Entitlement: 机票权益:	
<input type="checkbox"/> Entitled	
<input type="checkbox"/> Loan	
<input type="checkbox"/> Own	
Ticket Booked:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
From:	To:
Date of Travel:	

	Days Requested		Total Days
	From	To	
Annual Leave			
Annual Leave in Advance			
Unpaid Vacation			
Public Holidays (Due)			
Public Holidays (Advance)			
Day Due (Pending)			
Extra Hours (Pending)			
Total Vacation			

BACK TO REPORT FOR WORK ON: _____

Contact Address: _____
Tel.: _____

Signatures:

Employee:	Date:
Department Head:	Date:
Human Resources Manager:	Date:
General Manager:	Date:

Copy to: Finance Department Head

Remarks:
