9-5　Leave Application Form for IA worker

申請人(Applicant):

職務(Designation):

原因(Reasons):

請假日數(No. of Days):

請假開始日期(Leave Start At):

開始辦事日期(Date to Start work):

之後尚存假期日數(Leave Balance Afterward):

休假期間聯絡人及電話(Person and Phone to Contact):

申請人簽名(Applicant's Signature): ＿＿＿＿＿＿＿＿＿＿日期(Date):

☐　　批准單位簽名(總負責／部負責):

Approved By (IA Chairman / Departmental Director)

☐　　批准日期(Date of Approval): ＿＿＿＿＿＿＿＿＿＿

☐　　歸檔案日期(Dote of Return to Official file): ＿＿＿＿＿＿＿＿＿＿＿

副本(Copy):