

# ST. XAVIER'S GLOBAL SCHOOL

## LEAVE APPLICATION FORM

### PART I: To be completed by applicant

1. Name:

2. Class Teacher of.....

3. Number of days :

4. Post:

5. Date from:

6. Date to:

7. Type of leave required (*please tick accordingly*):

i) [ ]

**Holiday Leave**

Leave balance prior to application: \_\_\_\_\_ days

Reason(s)\*: \_\_\_\_\_

ii) [ ]

**Leave of Absence (unpaid)**

Reason(s)\*: \_\_\_\_\_

iii) [ ]

**Conference Leave**

On/From: \_\_\_\_\_

iv) [ ]

**Other type of leave**

On/From: \_\_\_\_\_

Please specify\*: \_\_\_\_\_

8. Forwarding address/email/contact no. during leave: \_\_\_\_\_

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

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

### PART II: For Official Use Only

Holiday Leave / Leave for Reservist Training: Approved / Not Approved

Other type of leave (Please state: \_\_\_\_\_)

Comments (if any):

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_