

Application for Leave by T-Contract Staff

Part 1 (to be completed by T-contract Staff)

Full Name of Staff LI WING KWAN
(as shown on * HKID Card / Passport / Employment visa)
Staff Category & Project Team CAP (DS) 42 / SSD

T-contractor TAYLOR COULTER LIMITED

Nature of Leave * Vacation / Sick (Doctor's Certificate * is/ is not attached)

Leave Period 09/09/2026 (AM)

No. of Leave Days 0.5

Date of Return 09/09/2026 (PM)

Applicant's Signature  Date 09/09/2026

** delete as appropriate*

Part 2 - Recommendation (to be completed by T-contractor)

Leave recommended by _____
(Signature)

(Name & Designation) _____
(Company Chop)

Date _____

Note: The form should be returned/faxed/emailed to _____ (Fax No. /
the project team at email address)
after recommendation by T-contractor.

Part 3 - Approval (to be completed by Supervisor/Project Team)

Leave approved by _____
(Signature)

(Name & Designation)

Date _____