



Leave Application Form

Name		Squad																												
Squad		Telephone																												
Type of leave	<input type="checkbox"/> Medical	<input type="checkbox"/> Emergency																												
	<input type="checkbox"/> School	<input type="checkbox"/> BB																												
	<input type="checkbox"/> Vacation	<input type="checkbox"/> Others																												
	<input type="checkbox"/> Study																													
Leave Date	from	to																												
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">day</td> <td style="text-align: center; font-size: 8px;">mth</td> <td colspan="2" style="text-align: center; font-size: 8px;">year</td> <td colspan="3"></td> </tr> </table>								day	mth	year					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">day</td> <td style="text-align: center; font-size: 8px;">mth</td> <td colspan="2" style="text-align: center; font-size: 8px;">year</td> <td colspan="3"></td> </tr> </table>								day	mth	year				
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Reason																														
<hr/> <hr/> <hr/>																														
Parent/Guardian/Teacher Confirmation																														
This is to certify that the above information given is true.																														
Name		Relationship																												
Sign		Date																												
For Office Use only																														
Type of Excuse	<input type="checkbox"/> Normal	<input type="checkbox"/> Special																												
<input type="checkbox"/> Approved	By																													
<input type="checkbox"/> Rejected	Date																													
Guide																														
Description	Leave Type	Excuse Type																												
Attending another BB function with the approval of the company	BB	Special																												
Death of an immediate family member which includes grandparents	Emergency	Special																												
A school day or compulsory school event	School	Special																												
On study leave approved by company	Study	Special																												
Death of a relative	Emergency	Normal																												
Wedding of a relative	Others	Normal																												
Family trip or holiday	Vacation	Normal																												
Medical reasons	Medical	Normal																												
Any other reasons which is approved by the captain or officers	Others	Normal																												
<p>Special Excuse is entitled to 2 pts (Full Attendance) Normal Excuse is entitled to 1 or 1.5 pts (Half Attendance)</p>																														