Leave Application (for Postgraduate Students)

Note: With the prior approval of the department, full-time research postgraduate students may have up to 21 calendar days’ leave in an academic year (1 September to 31 August). This leave is inclusive of Saturdays, Sundays and public holidays that lie within the leave period. Those who arrive late will have their annual leave pro-rated. Unused leave for one year cannot be carried forward to the next academic year. The decision on whether or not a leave request should be granted rests jointly with the thesis supervisor of the student and the departmental PG Coordinator.

Part I (To be Completed by the Applicant)

Name: _______________________________ Student Number: ____________________

Program (MPhil / PhD): _______________ Year of Study: ____________________

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Leave Period</th>
<th>Number of Days</th>
<th>Resume Study Date</th>
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<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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<tr>
<td>□ Annual Leave</td>
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<td>□ Sick Leave</td>
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For Applicant Leaving Hong Kong

Purpose of leave: ________________________________________________

Date of Departure: ____________________ Date of Return: ____________________

Combined with Duty Trip? (Yes / No) Overseas contact: ____________________

Signature: __________________________ Application Date: ____________________

Part II (To be Completed by Approving Authority)

Application is (approved / not approved) subject to adequate leave balance.

____________________ ________________________ ______________________
Name of Supervisor Signature Date

____________________ ________________________ ______________________
Name of PG Coordinator Signature Date

Remarks: The applicant should obtain the signature of his/her supervisor and pass the form to Mr. CHOW Chun Ming before taking leave.

cc: Head of Department
EO
PG Coordinator

For office use:
Remaining Annual Leave balance: _____ Days