



AIMST UNIVERSITY

ANNUAL LEAVE APPLICATION FORM

(Application for annual leave should be submitted 7 days in advance).

Application to take overseas leave should also be approved by the Vice-Chancellor.

Name : _____ I.C. / Passport No. : _____

Designation : _____ Department/Division : _____

Period of leave

From : _____ To : _____ Total : _____ day/s

Reason for Leave : _____

Address During period of Leave : _____

Tel. No. : _____ H/P No. : _____

Signature : _____ Date : _____

For approval by the Dean / Director / Head

Application for leave is ☐ recommended ☐ not recommended

If not recommended, state reason :

Signature : _____ Date : _____

For approval by the Vice-Chancellor / Registrar

Application for leave is ☐ approved ☐ not approved

If not approved, state reason : _____

Signature : _____ Date : _____

For Official Use (Human Resource Division)

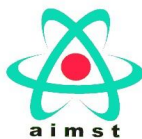
Remarks : _____

Signature of :

Asst. HR Manager: _____

Date : _____

| Type of Leave | Balance Before Application | Now Applying | New Balance |
|---------------|----------------------------|--------------|-------------|
| Annual | | | |



AIMST UNIVERSITY

Annual/Half-day/Unrecorded/Replacement Leave Reply Statement

Date : _____

Dear _____

APPLICATION FOR LEAVE

Your application for ☐ Annual Leave ☐ Half-day Leave
☐ Unrecorded Leave ☐ Replacement Leave
☐ Others: _____

On / From _____ to _____ is ☐ approved
☐ Not approved

The balance of your annual leave for this year is _____ day (s).

Sincerely,

Vice-Chancellor / Registrar / Asst. HR Manager

Occ. Dean/Director/Head/Officer-in-Charge