

SINGAPORE SHOOTING ASSOCIATION

LEAVE APPLICATION FORM

Name of Staff : _____

Date: _____

NRIC/Passport No. : _____

No.	Type of Leave Applied	Please Tick Accordingly
1.	Annual Leave	
2.	Unpaid Leave	
3.	Compassionate Leave	
4.	Marriage Leave	
5.	Study Leave	
6.	Off-In-Lieu	
7.		
8.		

PERIOD OF LEAVE APPLICATION

No.	Start Date	Day	End Date	Day	No. of Days	Reasons
1.						
2.						
3.						

Submitted By:

Applicant's Signature

Date

**Supported /
Not Supported by:**
(If applicable)

Name & Signature

Date

**Approved /
Not Approved by:**

General Manager's Signature

Date

For Office Use	No. of Days
Annual Leave Brought Forward from Previous Year	
Annual Leave Entitlement for Current Year	
No. of Leave taken as per above	
Accumulated Annual Leave taken	
Balance as of Today	