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| --- |
| **Leave Request Form**  **Date\*：** |
| **Requester\*** |  | **Department\*** |  |
| **Representative** |  | **Department** |  |
| **Leave Reason\*** |  |
| **Leave type\*** |  |
| **Start Date \*** |  | **End Date \*** |  |
| **Duration of Leave\*** |  **Hours** |
| **Remarks**  |  |