



Workman Leave Form (muster roll staff only)

Name of Employee: _____			
Category: _____ Grade : _____ Type of Employment: _____			
Type of Leave *	(Select and tick applicable)	From	To
Casual Leave			
Earned Leave			
Medical Leave (Certified)			
Maternity/Paternity Leave (Certified)			
Special Leave Without Salary			
Others			
Number of working days: _____		Travel Destination and Contact phone: _____	
I assured that my position and level need not be protected and new manpower may be recruited in my absence as per requirement and nature of the work.			
Signature of staff member :			Date: _____
<u>Backstopping:</u> In the absence of employee duties to be performed by:			
Name: _____		Signature: _____ Date: _____	
<u>Verification and Clearance by immediate supervisor immediate supervisor:</u>			
<ul style="list-style-type: none"> • Earned Leave Balance: _____ working days as at _____ • Casual Leave Balance: _____ working days as at _____ - Earned Leave Balance after deduction of number of days of leave applied for _____ working days. - Casual Leave Balance after deduction of number of days of leave applied for _____ working days. 			
Submitted for approval by:			
Name: _____		Signature: _____ Date: _____	
<u>Site Engineer' s Approval:</u>			
Circle one of the following: a) Recommended/ approve if < 3 days b) Not Recommended (Reason): _____			
Name: _____		Signature: _____ Date: _____	
<u>Authorized by:</u>			
Head/Manager; Home Maintenance & Building Centre			
Name: _____		Signature: _____ Date: _____	

- i. Staff and their supervisors must ensure that leave forms are fully approved in advance of leave. If the forms are not fully approved (Verified / Cleared by Labour Officer/Site Supervisor and Authorized by Approving Officers) in advance of departure, then the staff absence will not be considered authorized by the office, and deductions in salary for the period of absence may be applied & in certain circumstances office may ask to leave the office thereof.
- ii. Employee taking leave more than two consecutive working days should leave a Handover Note with the supervisor and the backstopping staff before proceeding on leave.