

## SAMPLE (For reference only)

To: Senior School Development Officer, Regional Education Office

### ANNUAL SUMMARY OF LEAVE RECORD OF TEACHERS<sup>Note</sup>

Name of School : \_\_\_\_\_

Period : \_\_\_\_\_ to \_\_\_\_\_

I submit leave record of the following teachers for the above-mentioned period for your approval. I confirm that each application with the supporting documents has been considered in accordance with the conditions provided by the relevant Code of Aid, the Employment Ordinance and the instructions the Permanent Secretary for Education may from time to time issue.

Name of Teacher	Types of Leave Taken*	Paid (P)/ No-pay (NP)	No. of Days	Sick Leave Balance as at 31 August of _____ (year)	Remarks
1. Mr CHAN x x	SL	P	28	<i>0</i>	
	SL	NP	2		
2. Ms SIU x x	-	-	-	<i>168</i>	
3. Ms LEE x x	ML	P	70	<i>168</i>	
	ST	P	91		
4. Miss CHEUNG x x	O	NP	21	<i>42</i>	
5. Mrs WONG HO x x	ST	P	91	<i>100</i>	
	SL	P	15		

\*Types of Leave - Sick Leave (SL), Special Tuberculosis Leave (TB), Maternity Leave (ML), Paternity Leave (PAL1), Special Leave (SP), Study Leave (ST), Leave for serving as Jurors or Witnesses (JW), Leave for Special Events (LS) and Others (O).

Date: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

<sup>Note</sup> Include all regular teachers in the approved establishment and other teachers paid out of Salaries Grant.

(Revised in April 2013)