



**The Graduate Division of History  
The Chinese University of Hong Kong**

**Application Form for Annual Leave/Sick Leave  
(for PGS Holders only)**

**I. Personal Particulars**

Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
Student ID No.: \_\_\_\_\_ Year of Study: \_\_\_\_\_  
Programme:  PhD  MPhil (Please  $\checkmark$  as appropriate)

**II. Details of Application**

Annual Leave  Sick Leave (Please  $\checkmark$  as appropriate)  
Leave period: From \_\_\_\_\_ To \_\_\_\_\_  
(DD/MM/YY) (DD/MM/YY)  
Total number of day(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**III. Approval**

**Recommendation by Thesis Supervisor**  
(Please  $\checkmark$  as appropriate)

Recommended  Not Recommended  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by Department Chairman**  
(Please  $\checkmark$  as appropriate)

Approved  Not Approved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For use of the Leave Administrator**

Leave balance as at \_\_\_\_\_ (DD/MM/YY): \_\_\_\_\_ day(s)