

Singapore Gujarati School Limited
225 Joo Chiat Road, Singapore 427488.

LEAVE FORM

NAME: _____

LEAVE:

A) ANNUAL LEAVE

B) COMPASSIONATE LEAVE

C) STUDY LEAVE

D) SICK LEAVE

E) OTHER REASONS

(PLEASE TICK WHERE APPLICABLE)

LEAVE PERIOD: _____

**NUMBER OF
DAYS:** _____

REASON: _____

Leave Entitled	
Taken	
Medical	
Balance	

SIGNATURE OF APPLICANT

APPROVED BY

APPROVED BY

DATE: _____