**Leave Request Form**

**离校报备表**

**Please submit your request three (3) working days in advance**

**请提前3个工作日报备**

**Summer/Winter Holiday Official Holiday Work Related Absence Weekend**

**寒暑假 公共节假日 相关工作事宜 周末**

|  |  |
| --- | --- |
| **Name:****姓名** |  |
| **Matter:****事宜** |  |
| **Date of Departure:****离校时间**  |  |
| **Date of Return:****返校时间** |  |
| **Place:（address）****地点** |  |
| **Contact Number:****联系电话** |  |
| **Emergency Contact Number:****紧急联系人电话** |  |

**Signature: Signature:**

**签字 签字**

**Date:**

**时间**