

Application of Leave

To: Ms. Po Yin Chun
Youth Development Director
Hong Kong Archery Association

Dear Ms. Po,

I would like to request for a leave for my son / daughter* _____
(Name) _____ (HKAA Membership Number), member of the Youth
Archery Squad Team 1 / Team 2* for _____
(YY/MM/DD) due to _____
(Reason). Thank you for your kind attention and understanding.

Attachment: (Please put a '✓' as appropriate.)

- Medical certificate(s)
- Certificate(s) of public examination / competition
- Other (if any): _____

Parent / guardian* name: _____

Parent / guardian* signature: _____

Date: _____

*Please delete as appropriate.

Remarks:

- (1) Valid supporting document **MUST** be attached for the application of the leave as a record use.
- (2) A written request for leave **MUST** be submitted at least **THREE days in advance**.
- (3) The written request for leave **MUST** be signed by the parent/guardian. Otherwise, it would be regarded as absence without reason (truancy).
- (4) This form can be downloaded in HKAA's website, printed copy or handwritten copy is accepted.
- (5) Medical certificate(s) issued on the training day **MUST** be submitted for sick leave application, medical certificate(s) issued other days are not accepted. It has to be returned to the office within **THREE** days of the leave.