

**OFFICER LEAVE REQUEST FORM**

**(Please Specify)**

<b>Parade Leave</b>	<b>Study Leave</b>
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**(Please submit this Form 2 weeks in advance notice)**

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

To: The Captain

I \_\_\_\_\_ Officer of Squad \_\_\_\_\_, would like to request  
to be excused from duty on/from \_\_\_\_\_ to \_\_\_\_\_, the reason being

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you.

\_\_\_\_\_

Signature

.....

(For Office Use)

<b>Date</b>	<b>Leave Taken</b>	<b>Bal. of Leave</b>

Approved by: \_\_\_\_\_

Captain

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

# LEAVE REQUEST FORM

(Please Specify)

**Parade Leave**

**Study Leave**

**(Please submit this Form 2 weeks in advance notice)**

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

To: The Officer-in-Charge  
4<sup>th</sup> PJ Co. Boys' Brigade  
Emmanuel Baptist Church  
24, Jalan Padang (4/48D)  
46050 Petaling Jaya  
Selangor

I, \_\_\_\_\_ parent/guardian of child \_\_\_\_\_  
\_\_\_\_\_ of Squad \_\_\_\_\_, would request that he/she be excused from  
attending the Parade from \_\_\_\_\_ to \_\_\_\_\_, the reason being

\_\_\_\_\_  
\_\_\_\_\_

Thank you.

\_\_\_\_\_  
Signature

.....

(For Office Use)

Recommended by:

Date	Leave Taken	Bal. of Leave

\_\_\_\_\_  
Officer-in-Charge

Name: \_\_\_\_\_

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

Comment: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Captain

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