The Boys' Brigade in Malaysia

3rd Kuala Lumpur Company

Leave Application Form

Name	Squad
Squad	Telephone

Type of leave ☐ Medical ☐ Emergency ☐ Vacation ☐ Study ☐ School ☐ BB ☐ Others

Leave Date from ☐☐☐☐☐☐☐☐ (day / mth / year) to ☐☐☐☐☐☐☐☐ (day / mth / year)

Reason

_____

_____

_____

Parent/Guardian/Teacher Confirmation

This is to certify that the above information given is true.

Name	Relationship
Sign	Date

For Office Use only

Type of Excuse ☐ Normal ☐ Special

☐ Approved	By
☐ Rejected	Date

Guide

Description	Leave Type	Excuse Type
Attending another BB function with the approval of the company	BB	Special
Death of an immediate family member which includes grandparents	Emergency	Special
A school day or compulsory school event	School	Special
On study leave approved by company	Study	Special
Death of a relative	Emergency	Normal
Wedding of a relative	Others	Normal
Family trip or holiday	Vacation	Normal
Medical reasons	Medical	Normal
Any other reasons which is approved by the captain or officers	Others	Normal

Special Excuse is entitlted to 2 pts (Full Attendance)
Normal Excuse is entitled to 1 or 1.5 pts (Half Attendance)