



No. 601 Squadron, Hong Kong Air Cadet Corps 香港航空青年團第六零一中隊



Sir Ellis Kadoorie Secondary School (WK) 官立嘉道理爵士中學 (西九龍)
<http://www.seksswk.edu.hk/aircadet/index.html> email: 601sqn@aircadets.org.hk

Guideline of Application for Leave of Squadron Events 中隊活動請假申請指引

Aim 目標

This guideline aims at protecting personal safety and maintaining a proper sense of responsibility of cadets by a leave application management system
保障學員的安全和培養他們的責任感。

Scope 範圍

All the official Squadron level events, including but not limited to all regular meetings, trainings and outings.
所有中隊活動，包括但不限於常規集會、訓練和遠足活動。

Application Procedure 申請程序

Part A 甲部) Regular Meetings 常規集會

Submit application form (Annex A) in hardcopy to corresponding flight leader four days before the meeting
於集會四天前以書面形式投把請假申請表(附件甲)呈交給學員的小隊隊長。

Part B 乙部) Other Activities 其他活動

Submit application form (Annex A) in hardcopy instead of Parent Reply Slip in hardcopy for each activity. Submission procedure and deadline would be announced in the Parent Letter/ Activity Notice for each activity.
以書面形式遞交請假申請表(附件甲)，而遞交程序和期限則於每次活動的家長信/ 通告公布。

Part C 丙部) Urgency Leave 緊急事假

In case of urgency leave, the cadet should inform their corresponding flight leader at least 30 minutes before commencement of the event. Application form (Annex A) should be submitted on the soonest school/ meeting day.
在緊急請假的情況下，學員應該在有關活動開始前最少 30 分鐘通知他們的小隊隊長，並在下一個上課日補交請假申請表(附件甲)。

Approval of Application 申請審批

Approval will be granted on a case by case basis but strictly follows determined rules and be seen as reasonable. Late submission will not be approved.
所有申請將會根據個別情況審核。於限期後遞交的申請將不予以審批。

Officer Commanding No. 601 (SEKSS(WK)) Squadron
第六零一中隊隊長

September 2009
二零零九年九月





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Annex A 附件甲

Application Form for Leave 請假申請表

Note 注意事項：

1 This form must be duly completed submitted to the immediate supervisor **AT LEAST 4 DAYS BEFORE THE LEAVE APPLIED.** 整份申請表必填寫妥當需並於活動四天前把申請表呈交給小隊隊長。

2 Application must be endorsed by cadet parents/ guardian. 請假申請必需由學員父母/ 監護人簽名作實。

3 LEAVE OF URGENCY must be reported by phone 30 minutes before starting of Squadron event and re-submit application after the urgency. 如有緊急情況而需要請假，學員必需於活動開始前最少 30 分鐘通知他們的小隊隊長，並於事後遞交書面申請。

Attention: Squadron Adjutant, No. 601 Squadron 致：第六零一中隊行政主任

Name 姓名	:	Rank/ Classification 職級/ 學員段章	:
Unit 單位	:	Serial Number 編號	:

Date of Leave 請假日期 : _____

Reason(s) for Leave 請假原因 :

I declare all the information provided in this form is true and correct. Please kindly consider my application for leave. 本人聲明所有提供資料均是真實和正確。請考慮我的申請。

Signature of Parent/ Guardian 家長/ 監護人簽署	:	Date 日期	:
Signature of Cadet 學員簽署	:	Date 日期	:

FOR INTERNAL USE 內部使用

Received by 接收人	:	Date 日期	:
Approval 審批	:	Accepted 批准 / Rejected 不批准	
Approved by 審批人	:	Date 日期	:
Remark 備註	:		

