



**APPLICATION FORM**  
**CARRY FORWARD OF ANNUAL LEAVE**  
*HUMAN RESOURCES & PERSONNEL DEVELOPMENT*

Notes :

1. The Application Form to carry forward Annual Leave must be submitted to the HR&PD Department **ON or BEFORE 30 NOVEMBER** of the calendar year.
2. A maximum of 5 days of the current year's Annual Leave entitlement will be allowed to be carried forward, should written approval be obtained from the respective HOD.
3. The balance of Annual Leave not taken as at 31 March of the following calendar year will be forfeited UNLESS the respective HOD grants prior written approval.

**SECTION A (EMPLOYEE INFORMATION)**

Name		Employee No	
Position		Dept / Ward	
Date Joined		Yrs of Service	

**SECTION B (ANNUAL LEAVE INFORMATION)**

**Note :** *Please verify with the HR & PD Dept. the actual balance of your Annual Leave.*

Current year leave entitlement (Days)	
Balance of Annual Leave (Days)	
Days to carry forward (Days)	

**SECTION C (REASON (S) FOR CARRY FORWARD OF ANNUAL LEAVE)**

**Note :** *Reasons for carry forward should be limited to overseas traveling, exigencies of service or any other purpose as recommended by the Head Of Department.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Approved / Not Approved by :**

**Approved / Not Approved by:**

\_\_\_\_\_  
Head of Department

Name :

Date :

\_\_\_\_\_  
CEO / COO / Divisional Head

Name:

Date :