



柏斯管樂團 Parsons Wind Orchestra

團員請假信 Leave Application Form

團員填寫須知：

Please note:

1. 一般情況下，請假信須於請假前交予樂團經理。
Under normal circumstances, this form should be presented to the Orchestra Manager **prior** the day of leave.
2. 此請假信只適用於個別請假。若需長期請假（如因工作關係不能出席排練 / 表演），請另行交信予樂團經理。
This form is only for **individual leave** application. If member need to leave for a prolonged period of time, please discuss with the Orchestra Manager.

團員姓名

Name: _____

聲部

Instrument: _____

團員聯絡電話

Contact number: _____

請假日期

Date of leave: _____

請假性質

Nature of leave: <遲到 Late / 早退 Leave early / 未能出席 Absent>

請假原因

Reason of leave: _____

團員簽署

Member signature: _____

家長簽署

Parents signature: _____

(只適用於未滿 18 歲團員 Only for members who are under 18)

日期

Date: _____

職員專用 (Official only)

請假: <批准 / 不批准>

請假次數: _____

不批准原因: _____

職員簽署: _____

批核日期: _____