

**Vacation Leave Request Form**

King Mongkut’s University of Technology Thonburi

Date.....Month.....Year.....

**Subject :** Request for Vacation Leave

**To :** .....

(Mr.,Mrs.,Miss).....Position/Title.....Authority Level .....

Division / Faculty..... Office/Center/Department.....

have accumulative days on vacation leave for..... days. Entitlement for vacation leave this year is 10 working days. Total ..... days. I request leave from official duty beginning on ..... and ending on .....total number of work days : ..... ( including weekend .....days )

During my absence, I can be reached at.....Tel.....

Person in charge during my absence is .....

Sincerely yours,

( Signature ) .....

(.....)

**Record of leave in this fiscal year**

(Oct 1<sup>st</sup> - Sept 30<sup>rd</sup> of coming year)

last leave	current leave	total
( work day )	( work day )	( work day )

**Comments by Supervisor**

- Approved
- Disapproved (if disapproved, give reason)

(Signature).....(Reviewer)

Position.....

Date.....

(Signature) .....

Position .....

Date signed ...../...../.....

**Official approval on request**

- Approved
- Disapprove

(Signature) .....

Position .....

Date signed ...../...../.....