

- A : R & R
- B : ANNUAL LEAVE
- C : MATERNITY / PARTICULAR REQUEST
- D : ADVANCE
- E : MID YEAR

LEAVE REQUEST

The Undersigned
Occupation
Division/Department
Request Leave to take (*)

: MUHAMMAD ANDI AZIZ NUR
: PARTS ANALYST
: PARTS
: FIELD BREAK & ANNUAL LEAVE

S/N : 28845

LEAVE FROM
Date of previous leave
* Annual Leave
* Mid Year Leave
* R & R
* Advance

: 2-Jul-2017
: _____
: _____
: 30-Apr-2017
: _____

To 29-Jul-2017
To _____
To _____
To 13-Mei-2017
To _____

PTTU. Commencing Date
SGTA. Commencing Date
Address while on leave is

: _____ P.O.H. : Semarang
: _____
: Klaten, Jawa Tengah

Telephone
(* IF PARTICULAR (C) pls.give reason

: 085348416321
: _____
: _____

Note : Tgl 30 Jun - 1 Jul 2017 Off




Muh. Andi Aziz Nur A.

Resume on duty date : 30-Jul-2017

HR

Danang Aji Suroso

HR Supervisor



Edi Sutik W.
Departemen Head / Branch Head

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN: 
M. ANDI AZIZ N. A