Trakindo CAT   PT. TRAKINDO UTAMA
SANGATA

Date :   26/5/2017

A : R & R   E :   PRORATE
(B) : ANNUAL LEAVE
C : PARTICULAR REQUEST
D : MID YEAR

LEAVE REQUEST

The Undersigned	: JOKO SUPRIYANTO	S/N : 9338
Position	: INSTRUCTOR	
Division Department	: TRAINING	
Request Leave to take (*)	: A (B) C D E	

LEAVE FROM   :   19-Jun-17   To   3-Jul-17   (10 HARI KERJA)

Date of Previous Leave
* Annual Leave   :   To
* Mid Year Leave   :   To
* R & R   :   To

PTTU. Commencing Date   : 1-Sep-04   POH: Balikpapan
SGTA. Commencing Date   : 1-Jul-16
Addres while on leave is : Jl. Dr. Sutomo No 27 Rt 61 Rw 19
                           Gang Andalas, Karang Rejo Balikpapan.
Telephone   : 81253908090
(*) IF PARTICULAR (C) pls.give reason : Scheduled Annual Leave 2017
                           (Finishing Residue Leave 2017).
Note :   Back to Office 12 July 2017
                                   9.

JOKO SUPRIYANTO
Name & Employee Sign

Resume on duty date   :

Check by HRD   Approved by Superior

AZWAN ZAMRONI   AGUS HERMANTO.   26/05 '17.
U100509 5232   Title

Human Resource Dept

Approved by Next Superior   Approved by Dept Head

                                            26/05 '17

Title   Title

Note:(*) Put the request leave in Circle
ANNUAL LEAVE for Employee transfer :

	Order Ticket (must be enclose TAR)
	Cash

Signature / SN   :   9338

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		JUNE	1	2			5	6	7	8	9		
	13	14	15	16									
								4	5	6	7		
	11	12	13	14			17	18	19	20	21		

Put mark on your leave date