

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

LEAVE REQUEST

The Undersigned : **Octaviandy Sabran Syahputra** S/N : **26615**
 Occupation : **Analyst Strategy-EH**
 Division/Department : **Equipment Management**
 Request Leave to take (*) : **(A) B C D E**

LEAVE FROM : **6-Aug-2017** To **20-Aug-2017** = 15 days
 Date of previous leave :
 * Annual Leave : **17-Oct-2016** To **15-Nov-2016**
 * Mid Year Leave :
 * R & R : **26-May-2017** To **8-Jun-2017**
 * Advance :

PTTU. Commencing Date : **06-Nov-11** P.O.H. : **Jakarta**
 BKJ. Commencing Date : **06-Mar-12**
 Address while on leave is : **Pamulang Permai I Jln. Flamboyan IV Blok B27 No.3,
Tangerang Selatan**
 Telephone : **081213418029**
 (*) IF PARTICULAR (C) pls.give reason :

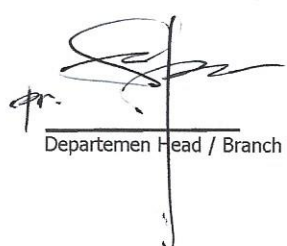
Note : **Ambil Prorate Cuti 1 hari**

Octaviandy Sabran Syahputra
Karyawan

Resume on duty date : 21 Agustus 2017

HR

HR Supervisor


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: