

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

**LEAVE REQUEST**

The Undersigned : Wibisono Bayu Lestari S/N : 29352  
 Occupation : Storeman  
 Division/Department : KALMIN/ PART WAREHOUSE  
 Request Leave to take (\*) : B

LEAVE FROM : 17-August-2017 To 6-Sep-2017  
 Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Annual Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Mid Year Leave : 26-Jan-2017 To 4-Feb-2017  
 \* R & R : \_\_\_\_\_ To \_\_\_\_\_  
 \* Advance : \_\_\_\_\_ To \_\_\_\_\_

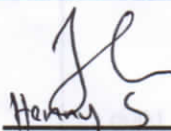
PTTU. Commencing Date : \_\_\_\_\_ P.O.H. : SATUI  
 BATU KAJANG Commencing Date : 01-Mei-15  
 Address while on leave is : \_\_\_\_\_

Telephone : 82251851004  
 (\*) IF PARTICULAR (C) pls. give reason : \_\_\_\_\_

Note :

  
Wibisono Bayu Lestari  
 Storeman

Resume on duty date :

  
HR. ADM

  
Edi Sutik Wilono  
 Dept Head

  
Tedi Budya  
 Superior

Note: (\*) Put the request leave in Circle

**ANNUAL LEAVE for Employee transfer :**

Order Ticket (must be enclose TAR) 2 x

Assistance Leave 2 org x Rp. 1000.000

Signature /SN :