

LEAVE REQUEST

The Undersigned : Tedy Supriadi Status : Family on Site
 Occupation : Instructor Roster : Annual Leave
 Division/Department : Southern / HRGA Point Of Hire (POH) : Jakarta
 Serial Number : 25207 Total Leave : 21 Days

LEAVE FORM : 02 September 2017 **TO** : 22 September 2017

Date previous leave

*Annual Leave : 11 Juli 2016 TO : 26 Juli 2016
 *MID Year Leave : 08 Mei 2017 TO : 17 Mei 2017
 *R & R : TO :
 *Advance Leave : TO :
 *8/2 Rooster Leave : TO :

PTTU Commencing Date : 1-Jul-11
 Tanjung Commencing Date : 1-Nov-16
 Point Of Leaving (POL) : Bandung Jawa Barat
 Address while on leave is : Panyileukan C.4 No.23
 Bandung Jawa Barat

Telephone : 0856 244 321 67

* Reason If Particular leave :

NOTE :

* Previous leave request must supplemented only for Advance leave.



SUNARTO
Direct Superior

Department Head



ANDRIAN LUTHFIANTO
HR Manager

Personnel Admin

ANNUAL LEAVE for Employee Transfer :

Order Ticket - **MUST BE ENCLOSED TAR** -

Cash



Tedy Supriadi
Employee