

# LEAVE REQUEST

The Undersigned : Ifan Sujianto Status : **Single on Site**  
 Occupation : Sales PPSR Roster : **4M-2W Annual Leave**  
 Division/Department : Southern / Sales Point Of Hire (POH) : **Surabaya**  
 Serial Number : 28240/I166 Total Leave : **21 Days**

LEAVE FORM : 14 Desember 2017 TO : 03 Januari 2018

**Date previous leave**

\*Annual Leave : TO :  
 \*MID Year Leave : TO :  
 \*R & R : 10 September 2017 TO : 24 September 2017  
 \*Advance Leave : TO :  
 \*8/2 Rooster Leave : TO :


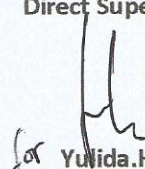
PTTU Commencing Date : 27 Februari 2012  
 Tanjung Commencing Date : 1 Januari 2013  
 Point Of Leaving (POL) : Malang  
 Address while on leave is : Jln. Hasanudin No.138 Junrejo Kota Batu


Telephone : 08115042240

\* Reason If Particular leave :

NOTE : ~~Free on site~~ @ 4/1/2018

\* Previous leave request must supplemented only for Advance leave.

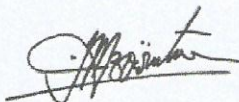
  
 Hengki Yulipri  
 Direct Superior  
  
 Yulida.H  
 Personnel Admin

  
 Hengki Yulipri  
 Department Head  
 ANDRIAN LUTHFIANTO  
 HR Manager

**ANNUAL LEAVE for Employee Transfer :**

Order Ticket - MUST BE ENCLOSED TAR -

Cash

  
 Ifan Sujianto  
 Employee