

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

LEAVE REQUEST

The Undersigned : Eka Riayandanu S/N : 29355
 Occupation : Analyst Service Operation
 Division/Department : Service
 Request Leave to take (*) : A B C D E

LEAVE FROM : 15-Apr-2018 To 28-Apr-2018
 Date of previous leave : _____ To _____
 * Annual Leave : 28-Oct-2017 To 24-Nov-2017
 * Mid Year Leave : _____ To _____
 * R & R : _____ To _____
 * Advance : _____ To _____

PTTU. Commencing Date : 08-May-12 P.O.H. : Semarang
 Batu Kajang Commencing Date : 10-May-12
 Address while on leave is : Jl. Laban No.86 RT03 RW07
Kebonmanis - Cilacap 53235
 Telephone : +62 852 5265 7354
 (*) IF PARTICULAR (C) pls.give reason : _____

Note :


Eka Riayandanu
 Employee

Work again on date 29 April 2018

Danang Aji Suroso
 HR Branch


Hadi Lestari
 Service Dept Head

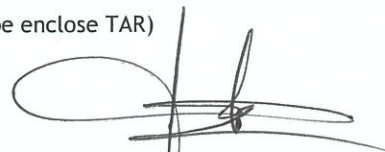

Steven Tamalonggehe
 Superior

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Assistance Leave


 Signature /SN: **Eka Riayandanu/29355**