



PT. TRAKINDO UTAMA SANGATA

Date: 17 Juli 2018

- A : R & R
 - B : ANNUAL LEAVE
 - C : PARTICULAR REQUEST
 - D : MID YEAR
- E : PRORATE

LEAVE REQUEST

The Undersigned : FERLY YANZA S/N: 30400 / 1628
 Position : PSSE
 Division Department : SALES
 Request Leave to take (*) : A B C D E

LEAVE FROM : 1 Oktober 2018 To 19 Oktober 2018 (15 HARI)
 Date of Previous Leave : 19 Juni 2017 To 7 Juli 2017
 * Annual Leave : _____ To _____
 * Mid Year Leave : _____ To _____
 * R & R : _____ To _____

PTTU, Commencing Date : 2 Juli 2012 POH: palembang
 SGTA, Commencing Date : 2 Feb 2018
 Address while on leave is : Prabumulih, Sumsel

Telephone : 0811 - 59 53477
 (*) IF PARTICULAR (C) pls.give reason : _____

Note :
 Istri adda keperluan keluarga dan akan pulang duluan tanggal 23 Juli 2018.

Name & Employee Sign

Resume on duty date : _____

Check by HRD

MIRA

Human Resource Dept

Approved by Superior

Title

Approved by Next Superior

Title

Approved by Dept Head

Title

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)
 Cash

Signature / SN : _____

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31									

Put mark on your leave date