



- A : R & R
- B : ANNUAL LEAVE - 2014
- C : MATERNITY / PARTICULAR REQUEST
- D : ADVANCE
- E : MID YEAR

**LEAVE REQUEST**

The Undersigned : Joko Sulistyo S/N : 16827  
 Occupation : Part Foreman  
 Division/Department : KAL-NORTH / PARTS  
 Request Leave to take (\*) :  A  B  C  D  E

LEAVE FROM : 19-Aug-2018 To 30-Aug-2018  
 Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Annual Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Mid Year Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* R & R : 22-Apr-18 To 3-May-18  
 \* Advance : \_\_\_\_\_ To \_\_\_\_\_

PTTU. Commencing Date : 6-Oct-2008 P.O.H. : SAMARINDA  
 SMD. Commencing Date : 6-Oct-2008  
 Address while on leave is : SAMARINDA

Telephone : 081346369601  
 (\*) IF PARTICULAR (C) pls.give reason : \_\_\_\_\_

Note :

  
 \_\_\_\_\_  
 EMPLOYEE

Resume on duty date : 31 Agustus 2018

Muhammad Ismail Tou  
HR. DEPT

Deddy Dwiyono  
BRANCH HEAD

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

**ANNUAL LEAVE for Employee transfer :**

- Order Ticket (must be enclose TAR)
- Cash

Signature /SN: .....