

Branch : Batu Kajang

A : R & R / Field Break

B : ANNUAL LEAVE

C : MATERNITY / PARTICULAR REQUEST

D : ADVANCE

E : MID YEAR


LEAVE REQUEST

The Undersigned : Dani Rachman S/N : 00023146
 Occupation : SHE Sr. Analyst
 Division/Department : Safety, Health & Environmental
 Request Leave to take (*) : A B C D E

LEAVE FROM : 2-Dec-2018 To 16-Dec-2018
 Date of previous leave : _____ To _____
 * Annual Leave : _____ To _____
 * Mid Year Leave : _____ To _____
 * R & R / Field Break : _____ To _____
 * Advance : _____ To _____

PTTU. Commencing Date : 1-Jan-11 P.O.H. : Bengkulu
 BKJ. Commencing Date : 6-Aug-18
 Address while on leave is : Jln. Sepakat 1 No. 31 Sawah Lebar Kota Bengkulu
 Telephone : 08117850505
 (*) IF PARTICULAR (C) pls.give reason : _____

Note : 
Dani Rachman


Danang Aji Suroso
 HR Cabang


Aries Krisna Iriawan
 Atasan Langsung

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Cash :

Signature /SN: