



- A : R & R
- B : ANNUAL LEAVE - 2018
- C : MATERNITY / PARTICULAR REQUEST
- D : ADVANCE
- E : MID YEAR

LEAVE REQUEST

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

LEAVE FROM : 21-Dec-2018 To 5-Jan-2019
 Date of previous leave : _____ To _____
 * Annual Leave : _____ To _____
 * Mid Year Leave : _____ To _____
 * R & R : 18-Aug-18 To 29-Aug-18
 * Advance : 12-Jun-18 To 16-Jun-18

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 : 6 January 2019

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: