

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

LEAVE REQUEST

The Undersigned : MIFTAHUL ROHMAN S/N : 21713
Occupation : Sr Analyst Strategy
Division/Department : EM Dept
Request Leave to take (*) A B C D E

LEAVE FROM : 28-Feb-2019 To 17-Mar-2019
Date of previous leave : _____ To _____
* Annual Leave : _____ To _____
* Mid Year Leave : _____ To _____
* R & R : 5-Nov-2018 To 18-Nov-2018
* Advance : _____ To _____

PTTU. Commencing Date : 01-Jan-10 P.O.H. : Batulicin
BKJ. Commencing Date : 01-Jan-15
Addres while on leave is : Lingkungan 3 cepaka, kelurahan klemunan, Wlingi-


Telephone : 081233297045
(* IF PARTICULAR (C) pls.give reason : _____

Note : + 1 Mar
Tanggal 28-~~26~~ februari sebagai pengganti tanggal 25 dan 31 desember 2018

Miftahul Rohman
Karyawan

Resume on duty date : 18 Maret 2019 ✓

HR


Edi Cahyono
Superior

Note: (*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN: