

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

**LEAVE REQUEST**

The Undersigned : **Octaviandy Sabran Syahputra** S/N : **26615**  
 Occupation : **Analyst Strategy-EH**  
 Division/Department : **Equipment Management**  
 Request Leave to take (\*) : **(A) B C D E**

**LEAVE FROM** : **1-Apr-2019** To **12-Apr-2019**  
 Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Annual Leave : **19-Nov-2018** To **7-Dec-2018**  
 \* Mid Year Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* R & R : **2-Jul-2018** To **13-Jul-2018**  
 \* Advance : \_\_\_\_\_ To \_\_\_\_\_

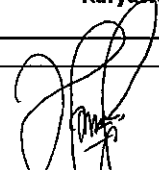
PTTU. Commencing Date : **06-Nov-11** P.O.H. : **Jakarta**  
 BKJ. Commencing Date : **06-Mar-12**  
 Address while on leave is : **Pamulang Permai I Jln. Flamboyan IV Blok B27 No.3,  
Tangerang Selatan**  
 Telephone : **081213418029**  
 (\*) IF PARTICULAR (C) pls.give reason : \_\_\_\_\_

Note : Belum termasuk OFF 2. OFF 2 di tanggal  
 30-31 Maret 2019 & 13-14 April 2019 *(Create di ESS Done)*

  
**Octaviandy Sabran Syahputra**  
 Karyawan

**Resume on duty date : 15 April 2019**

\_\_\_\_\_  
 HR

  
**BOBBY HANAFI Ew**  
 Departemen Head / Branch Head

\_\_\_\_\_  
 HR Supervisor

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

**ANNUAL LEAVE for Employee transfer :**

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN: .....