

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

**LEAVE REQUEST**

The Undersigned : Hengky Priadi S/N : 21475  
 Occupation : Ass Service Account  
 Division/Department : Southern/Service  
 Request Leave to take (\*) : Annual Leave

**LEAVE FROM** : 21-Dec-2020 To 10-Jan-21  
 Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Annual Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Mid Year Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* R & R : 28-Jul-2020 To 10-Aug-2020  
 \* Advance : \_\_\_\_\_ To \_\_\_\_\_

PTTU. Commencing Date : 01-Aug-10 P.O.H. : Tanjung  
 SGTA. Commencing Date : 01-Feb-12  
 Address while on leave is : JL.IR P.H.M Noor Gg Mawar no 77A, RT/RW 004 Pembataan  
 Kec. Murung Pudak, Kab.Tabalong Kalsel 71571  
 Telephone : 0852-5050-2-999  
 (\*) IF PARTICULAR (C) pls.give reason : \_\_\_\_\_

Note : \_\_\_\_\_  
  
**Hengky Priadi**

**Resume on duty date :** \_\_\_\_\_

\_\_\_\_\_  
**Ichsan Manzali**

\_\_\_\_\_  
**Andri Susilo**

\_\_\_\_\_  
**Danang Windianto**

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

**ANNUAL LEAVE for Employee transfer :**

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN: Hengky Priadi