

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

**LEAVE REQUEST** *Field Break*

The Undersigned : RAGIL ATH THAARID S/N : 10000605  
 Occupation : Technician Trained  
 Division/Department : Human Capital / L 20  
 Request Leave to take (\*) : (A) B C D E (Field break)

**LEAVE FROM** : \_\_\_\_\_ To \_\_\_\_\_  
 Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Annual Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Mid Year Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* R & R (*FIELD BREAK*) : 19 Juli 2021 To 26 Juli 2021  
 \* Advance : \_\_\_\_\_ To \_\_\_\_\_

PTTU Commencing Date : 02 November 2020 P.O.H. : Pekanbaru  
 PTTU Rantau Commencing Date : 15 Maret 2021  
 Address while on leave is : Jl Nuri Gg Merak RT 08 Purnama, Kecamatan Dumai  
Barat Kota Dumai, Riau  
 Telephone : 0812 9964 8434  
 (\*) IF PARTICULAR (C) pls.give reason : \_\_\_\_\_

**Note :**

**Resume on duty date :**

\_\_\_\_\_  
HR

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

\_\_\_\_\_  
Departemen Head / Branch Head

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

**ANNUAL LEAVE for Employee transfer :**

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN: *Ragil* 10000605  
RAGIL ATH THAARID  
*Camp S.* 25/6/21