

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

**LEAVE REQUEST**

The Undersigned : RAGIL ATH THAARIQ S/N : 10000605  
Occupation : TECHNICIAN TRAINEE  
Division/Department : HUMAN CAPITAL / LEARNING AND TALENT DEVELOPMENT  
Request Leave to take (\*) : A B C D E ( FIELD BREAK )

**LEAVE FROM** : 02-SEPTEMBER-2021 To 13-SEPTEMBER-2021  
Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
\* Annual Leave : \_\_\_\_\_ To \_\_\_\_\_  
\* Mid Year Leave : \_\_\_\_\_ To \_\_\_\_\_  
\* R & R : \_\_\_\_\_ To \_\_\_\_\_  
\* Advance : \_\_\_\_\_ To \_\_\_\_\_

PTTU Commencing Date : 02 NOVEMBER 2020 P.O.H. : PEKANBARU  
PTTU Rantau Commencing Date : 13 MARET 2021  
Address while on leave is : JLN. NURI GG.MERAK RT 018 KEL.PURNAMA, KEC.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  
*[Signature]* 27/08/21

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

**ANNUAL LEAVE for Employee transfer :**

- Order Ticket (must be enclose TAR)
- Assistance Leave

*[Signature]*  
Signature /SN: RAGIL ATH /10000605