



- A : R & R
- B : ANNUAL LEAVE - 2021
- C : MATERNITY / PARTICULAR REQUEST
- D : ADVANCE
- E : MID YEAR

## LEAVE REQUEST

The Undersigned : PARULIAN SINAGA S/N : 9744  
 Occupation : PARTS  
 Division/Department : KAL-NORTH / PARTS  
 Request Leave to take (\*) :  A  B  C  D  E

LEAVE FROM : 30-Sep-2021 To 12-Oct-2021  
 Date of previous leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Annual Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* Mid Year Leave : \_\_\_\_\_ To \_\_\_\_\_  
 \* R & R : \_\_\_\_\_ To \_\_\_\_\_  
 \* Advance : \_\_\_\_\_ To \_\_\_\_\_

PTTU. Commencing Date : 1-Dec-2004 P.O.H. : SANGATA  
 SGTA. Commencing Date : \_\_\_\_\_  
 Address while on leave is : Tana Toraja\_Sulawesi Selatan

Telephone : \_\_\_\_\_  
 (\*) IF PARTICULAR (C) pls.give reason : \_\_\_\_\_

Note :

*Handwritten signature*  
 23/9/21  
 Parulian Sinaga  
 EMPLOYEE

Resume on duty date : 13 October 2021

\_\_\_\_\_  
 Agung P  
 HR. DEPT

*Handwritten signature*  
 \_\_\_\_\_  
 Joko S  
 Foreman Parts

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

**ANNUAL LEAVE for Employee transfer :**

Order Ticket (must be enclose TAR)

Cash

Signature /SN: .....