

- 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
 Division/Department : SERVICE
 Request Leave to take (*) : A B C D E


LEAVE FROM
 Date of previous leave : _____ To _____
 • Annual Leave : 29-Jan-2022 To 21-Feb-2022
 • Mid Year Leave : _____ To _____
 • R & R : _____ To _____
 • Advance : _____ To _____

PTTU Commencing Date : 2-Nov-20 P.O.H. : Pekanbaru
 PTTU Tanjung Adaro Commencing Date : 11-Okt-2021
 Address while on leave is : JL. NURI GG MERAK PURNAMA KOTA DUMAI
 Telephone : _____
 (*) IF PARTICULAR (C) pls.give reason : .081299648434

Note :

Resume on duty date :

HR


MELU R 2721
 Foreman

Superior

Note (*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

Order Ticket (must be enclose TAR)

Assistance Leave

Signature /SN: 