



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

LEAVE REQUEST

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

LEAVE FROM : 13-May-2018 To 25-May-2018
 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. : SANGATTA
 SGTA. Commencing Date : 1-Dec-2004
 Address while on leave is : MAKASSAR

Telephone : 085246603299
 (*) IF PARTICULAR (C) pls.give reason : _____


Note :



 PARULIAN SINAGA
 EMPLOYEE

Resume on duty date : ' 26 MAY 2018

 M.ISMAIL TOH
 HR. DEPT



 JOKO S
 PART DEPT. HEAD

Note:(*) Put the request leave in Circle

ANNUAL LEAVE for Employee transfer :

- Order Ticket (must be enclose TAR)
- Cash

Signature /SN: