LIGHTCRAFT®

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HR-LF-Deng-2017-00014

# APPLICATION FOR LEAVE

| | | |
|---|---|---|
| Name | : | Yeo Ooi Suan |
| Department | : | Lightcraft Project |
| Designation | : | SR.PROJECT COORDINATOR |
| Date Applied | : | 19-10-2017 Thu 01:15:14 |

| | | |
|---|---|---|
| Type of Leave | : | Annual Leave |
| Date From | : | 25-10-2017 Wed To 25-10-2017 Wed |
| Date Resume | : | 26-10-2017 Thu |
| Duration | : | 1.0 Day(s) |
| Reason | : | NULL |
| Remarks | : | NULL |

| | | |
|---|---|---|
| Leave Entitlement | : | Day(s) |
| Leave Carried Forward | : | Day(s) |
| Leave Taken | : | 0.0 Day(s) |
| Leave Balance | : | Day(s) |

| | | |
|---|---|---|
| Annual Leave | : | Day(s) |
| Emergency Leave | : | Day(s) |
| Unpaid Leave | : | Day(s) |
| Medical Leave | : | Day(s) |
| Maternity Leave | : | Day(s) |
| Compassionate Leave | : | Day(s) |

| | | | |
|---|---|---|---|
| Releaved by | : | Not Required | |
| Confirmed by | : | Kar Man | 19-10-2017 Thu 01:15:32 |
| Approved by | : | Kor | 19-10-2017 Thu 01:19:55 |

save trees save the earth

*This is system automatic generated, not signature required.*