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HR-LF-Deng-2017-00025

APPLICATION FOR LEAVE

Name	:	Mohd Saiful bin Idris
Department	:	Lightcraft Sungai Besi
Designation	:	SHOWROOM ASSISTANT
Date Applied	:	20-12-2017 Wed 14:46:22

Type of Leave	:	Annual Leave
Date From	:	12-01-2018 Fri To 12-01-2018 Fri
Date Resume	:	13-01-2018 Sat
Duration	:	1.0 Day(s)
Reason	:	NULL
Remarks	:	Holiday

Leave Entitlement	:	20.0 Day(s)
Leave Carried Forward	:	0.0 Day(s)
Leave Taken	:	0.0 Day(s)
Leave Balance	:	20.0 Day(s)

Annual Leave	:	0.0 Day(s)
Emergency Leave	:	0.0 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	0.0 Day(s)
Maternity Leave	:	0.0 Day(s)
Compassionate Leave	:	0.0 Day(s)

Releaved by	:	Not Required
Confirmed by	:	Not Required
Approved by	:	Tang Yin Chee 20-12-2017 Wed 14:47:42

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This is system automatic generated, not signature required.