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HR-LF-Deng-2018-00756

APPLICATION FOR LEAVE

Name	:	Siti Haliza binti Shamsuddin
Department	:	Lightcraft KL
Designation	:	ACCOUNTS EXECUTIVE
Date Applied	:	25-05-2018 (Fri) 12:29:24

Type of Leave	:	Annual Leave
Date From	:	14-06-2018 (Thu) To (14-06-2018Thu)
Date Resume	:	15-06-2018 (Fri)
Duration	:	0.5 Day(s)
Reason	:	NULL
Remarks	:	AL PM

Leave Entitlement	:	20.0 Day(s)
Leave Taken	:	9.5 Day(s)
Leave Balance	:	10.5 Day(s)

Annual Leave	:	7.0 Day(s)
Emergency Leave	:	2.5 Day(s)
Unpaid Leave	:	2.5 Day(s)
Medical Leave	:	10.5 Day(s)
Maternity Leave	:	0.0 Day(s)
Compassionate Leave	:	0.0 Day(s)
Paternity Leave	:	0.0 Day(s)
Examination Leave	:	2.0 Day(s)
Hospital Leave	:	2.0 Day(s)

Approved by	:	Esther Foo Pau Kwan 25-05-2018 (Fri) 14:23:59

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