LIGHTCRAFT®

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HR-LF-Deng-2018-00860

# APPLICATION FOR LEAVE

| | | |
|---|---|---|
| Name | : | Nurul Shazwin Mohd Nosri |
| Department | : | Lightcraft Project |
| Designation | : | JUNIOR PROJECT ASSISSTANT |
| Date Applied | : | 21-06-2018 (Thu) 12:12:28 |

| | | |
|---|---|---|
| Type of Leave | : | Emergency Leave |
| Date From | : | 21-06-2018 (Thu) To (21-06-2018Thu) |
| Date Resume | : | 22-06-2018 (Fri) |
| Duration | : | 1.0 Day(s) |
| Reason | : | My daughter fever |
| Remarks | : | Emergency leave |

| | | |
|---|---|---|
| Leave Entitlement | : | 16.0 Day(s) |
| Leave Taken | : | 10.0 Day(s) |
| Leave Balance | : | 6.0 Day(s) |

| | | |
|---|---|---|
| Annual Leave | : | 8.5 Day(s) |
| Emergency Leave | : | 1.5 Day(s) |
| Unpaid Leave | : | 0.0 Day(s) |
| Medical Leave | : | 2.5 Day(s) |
| Maternity Leave | : | 60.0 Day(s) |
| Compassionate Leave | : | 0.0 Day(s) |
| Paternity Leave | : | 0.0 Day(s) |
| Examination Leave | : | 0.0 Day(s) |
| Hospital Leave | : | 0.0 Day(s) |

| | | |
|---|---|---|
| Approved by | : | Ho Swee Yen<br>29-06-2018 (Fri) 09:19:00 |

save trees save the earth

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

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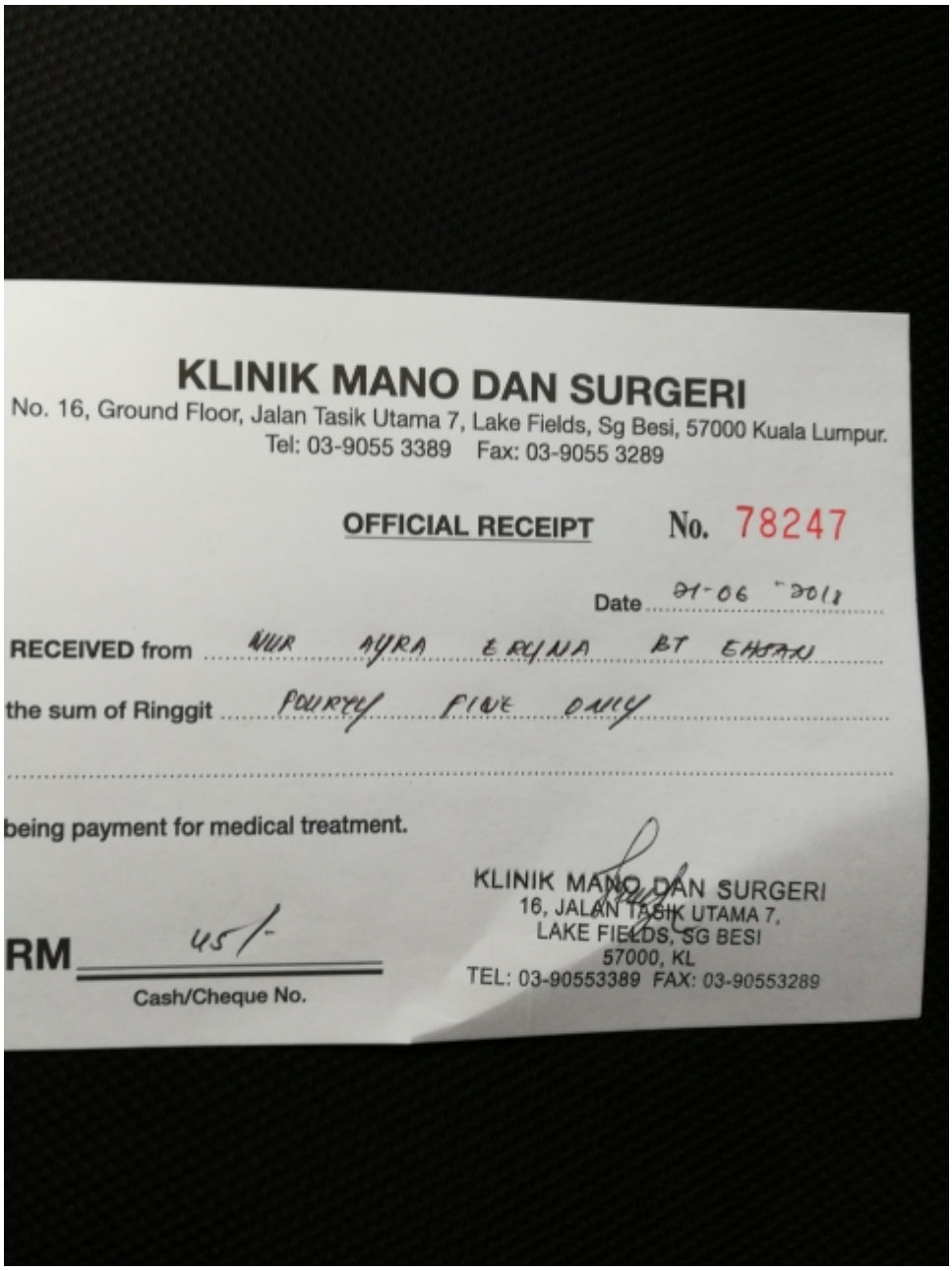

KLINIK MANO DAN SURGERI
No. 16, Ground Floor, Jalan Tasik Utama 7, Lake Fields, Sg Besi, 57000 Kuala Lumpur.
Tel: 03-9055 3389 Fax: 03-9055 3289

OFFICIAL RECEIPT No. 78247

Date 21-06-2018

RECEIVED from NUR AYRA ERLINA BT EHSAN

the sum of Ringgit FORTY FIVE ONLY

being payment for medical treatment.

RM 45/-
Cash/Cheque No.

KLINIK MANO DAN SURGERI
16, JALAN TASIK UTAMA 7,
LAKE FIELDS, SG BESI
57000, KL
TEL: 03-90553389 FAX: 03-90553289