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HR-LF-Deng-2018-01495

APPLICATION FOR LEAVE

Name	:	Shahirah binti Husin
Department	:	Lightcraft KL
Designation	:	RECEPTIONIST CUM ADMIN ASISSTA
Date Applied	:	09-11-2018 (Fri) 20:38:39

Type of Leave	:	Unpaid Leave
Date From	:	09-11-2018 (Fri) To 09-11-2018 (Fri)
Date Resume	:	12-11-2018 (Mon)
Duration	:	1.0 Day(s)
Reason	:	son vomit & diarrhea
Remarks	:	NULL

Leave Entitlement	:	17.0 Day(s)
Leave Taken	:	17.0 Day(s)
Leave Balance	:	0.0 Day(s)

Annual Leave	:	9.5 Day(s)
Emergency Leave	:	7.5 Day(s)
Unpaid Leave	:	11.0 Day(s)
Medical Leave	:	7.0 Day(s)
Maternity Leave	:	0.0 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	:	Evelyn Voo Yi Peng 12-11-2018 (Mon) 09:42:10

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