LIGHTCRAFT®

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HR-LF-Deng-2019-02097

APPLICATION FOR LEAVE

Name	:	How Yoke Lian
Department	:	Lightcraft Architect
Designation	:	SECRETARY
Date Applied	:	25-02-2019 (Mon) 17:02:46

Type of Leave	:	Annual Leave
Date From	:	27-05-2019 (Mon) To 31-05-2019 (Fri)
Date Resume	:	03-06-2019 (Mon)
Duration	:	5.0 Day(s)
Reason	:	NULL
Remarks	:	Travel

Leave Entitlement	:	20.0 Day(s)
Leave Taken	:	15.5 Day(s)
Leave Balance	:	4.5 Day(s)

Annual Leave	:	14.0 Day(s)
Emergency Leave	:	1.5 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	6.0 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	:	Freddy Lim Yong Cheng 01-03-2019 (Fri) 12:34:31

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