LIGHTCRAFT®

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HR-LF-Deng-2019-02758

APPLICATION FOR LEAVE

Name	:	Vincent Tan Chang Jye
Department	:	Lightcraft Project
Designation	:	SR.PROJECT SALES EXECUTIVE
Date Applied	:	07-08-2019 (Wed) 10:15:28
Type of Leave	:	Annual Leave
Date From	:	26-08-2019 (Mon) To 26-08-2019 (Mon)
Date Resume	:	27-08-2019 (Tue)
Duration	:	1.0 Day(s)
Reason	:	Replacement Leave
Remarks	:	Replacement Leave
Leave Entitlement	:	17.5 Day(s)
Leave Taken	:	14.0 Day(s)
Leave Balance	:	3.5 Day(s)
Annual Leave	:	11.0 Day(s)
Emergency Leave	:	3.0 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	:	Ho Swee Yen 23-08-2019 (Fri) 19:28:45

save trees save the earth

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