LIGHTCRAFT®

…light. Years ahead.

HR-LF-Deng-2019-02879

APPLICATION FOR LEAVE

Name	:	Eleeza Darina binti Roslan
Department	:	Lightcraft KL
Designation	:	PURCHASING CLERK
Date Applied	:	12-09-2019 (Thu) 07:47:06

Type of Leave	:	Medical Leave
Date From	:	11-09-2019 (Wed) To 11-09-2019 (Wed)
Date Resume	:	12-09-2019 (Thu)
Duration	:	1.0 Day(s)
Reason	:	NULL
Remarks	:	not feeling well

Leave Entitlement	:	15.0 Day(s)
Leave Taken	:	8.0 Day(s)
Leave Balance	:	3.5 Day(s)

Annual Leave	:	5.0 Day(s)
Emergency Leave	:	3.0 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	8.0 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	:	Haw Siew Kien 12-09-2019 (Thu) 18:23:33

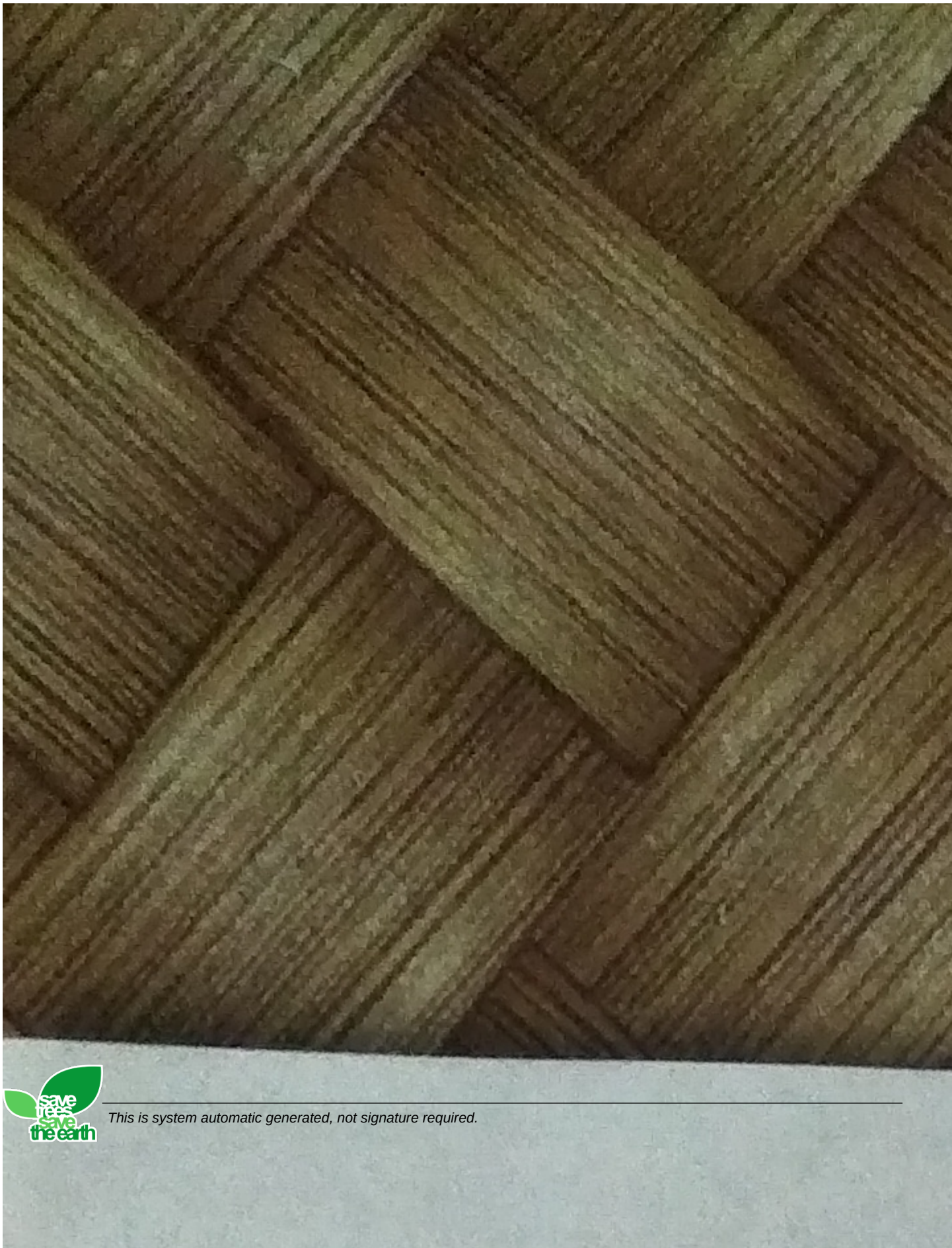
save trees save the earth

This is system automatic generated, not signature required.

LIGHTCRAFT®

…light. Years ahead.

HR-LF-Deng-2019-02879



save trees save the earth

This is system automatic generated, not signature required.