LIGHTCRAFT®

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HR-LF-Deng-2020-03378

APPLICATION FOR LEAVE

Name	:	Chua Si Tian
Department	:	Lightcraft KL
Designation	:	SENIOR ACCOUNT EXECUTIVE
Date Applied	:	13-01-2020 (Mon) 12:19:23

Type of Leave	:	Annual Leave
Date From	:	28-01-2020 (Tue) To 29-01-2020 (Wed)
Date Resume	:	30-01-2020 (Thu)
Duration	:	2.0 Day(s)
Reason	:	company close for cny
Remarks	:	NULL

Leave Entitlement	:	15.5 Day(s)
Leave Taken	:	15.5 Day(s)
Leave Balance	:	0.0 Day(s)

Annual Leave	:	14.0 Day(s)
Emergency Leave	:	1.5 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	11.0 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	:	Esther Foo Pau Kwan 14-01-2020 (Tue) 18:44:00

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