LIGHTCRAFT®

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HR-LF-Deng-2020-03559

APPLICATION FOR LEAVE

Name	:	Raihan Bt Muhammad
Department	:	Lightcraft Project
Designation	:	JR. LIGHTING DESIGNER
Date Applied	:	25-02-2020 (Tue) 12:08:38

Type of Leave	:	Annual Leave
Date From	:	27-02-2020 (Thu) To 28-02-2020 (Fri)
Date Resume	:	02-03-2020 (Mon)
Duration	:	2.0 Day(s)
Reason	:	Annual leave
Remarks	:	NULL

Leave Entitlement	:	16.0 Day(s)
Leave Taken	:	16.0 Day(s)
Leave Balance	:	0.0 Day(s)

Annual Leave	:	16.0 Day(s)
Emergency Leave	:	0.0 Day(s)
Unpaid Leave	:	5.5 Day(s)
Medical Leave	:	1.0 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 27-02-2020 (Thu) 08:41:25

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