LIGHTCRAFT®

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HR-LF-Deng-2020-03714

APPLICATION FOR LEAVE

Name	:	Eleeza Darina binti Roslan
Department	:	Lightcraft KL
Designation	:	PURCHASING & INVENTORY EXECUTI
Date Applied	:	17-05-2020 (Sun) 11:02:22
Type of Leave	:	Annual Leave
Date From	:	20-05-2020 (Wed) To 20-05-2020 (Wed)
Date Resume	:	20-05-2020 (Wed)
Duration	:	0.5 Day(s)
Reason	:	check up appoiment
Remarks	:	AM
Leave Entitlement	:	14.0 Day(s)
Leave Taken	:	10.0 Day(s)
Leave Balance	:	4.0 Day(s)
Annual Leave	:	8.0 Day(s)
Emergency Leave	:	2.0 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	2.0 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 18-05-2020 (Mon) 08:52:28

save trees save the earth

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