LIGHTCRAFT®

…light. Years ahead.

HR-LF-Deng-2020-04168

APPLICATION FOR LEAVE

Name	:	Mohamad Rizal bin Mohamad Yusoff
Department	:	Lightcraft Architect
Designation	:	LIGHTING DESIGNER
Date Applied	:	17-08-2020 (Mon) 08:56:52
Type of Leave	:	Annual Leave
Date From	:	24-08-2020 (Mon) To 24-08-2020 (Mon)
Date Resume	:	25-08-2020 (Tue)
Duration	:	1.0 Day(s)
Reason	:	No Baby Sitter
Remarks	:	No Baby Sitter
Leave Entitlement	:	20.0 Day(s)
Leave Taken	:	13.5 Day(s)
Leave Balance	:	6.5 Day(s)
Annual Leave	:	13.5 Day(s)
Emergency Leave	:	0.0 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	3.0 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	:	Freddy Lim Yong Cheng 22-08-2020 (Sat) 22:09:54

save trees save the earth

This is system automatic generated, not signature required.