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HR-LF-Deng-2020-04285

APPLICATION FOR LEAVE

Name	:	Noorazlina binti Adam
Department	:	Lightcraft Architect
Designation	:	PROJECT DESIGN COORDINATOR
Date Applied	:	23-09-2020 (Wed) 09:47:35

Type of Leave	:	Annual Leave
Date From	:	21-12-2020 (Mon) To 24-12-2020 (Thu)
Date Resume	:	28-12-2020 (Mon)
Duration	:	4.0 Day(s)
Reason	:	Annual Leave
Remarks	:	Go back to hometown

Approved by	:	Freddy Lim Yong Cheng 27-09-2020 (Sun) 18:43:28

Leave Entitlement	:	18.0 Day(s)
Leave Taken	:	18.0 Day(s)
Leave Balance	:	0.0 Day(s)

Annual Leave	:	17.0 Day(s)
Emergency Leave	:	1.0 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	7.0 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)
Replacement Leave	:	0.0 Day(s)
Marriage Leave	:	0.0 Day(s)
Speacial Leave	:	0.0 Day(s)

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