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HR-LF-Deng-2020-04410

APPLICATION FOR LEAVE

Name	:	Ana Rohayu binti Mohd Yusof
Department	:	Lightcraft KL
Designation	:	ACCOUNTS ASSISTANT
Date Applied	:	28-10-2020 (Wed) 10:05:19

Type of Leave	:	Annual Leave
Date From	:	20-11-2020 (Fri) To 20-11-2020 (Fri)
Date Resume	:	23-11-2020 (Mon)
Duration	:	1.0 Day(s)
Reason	:	personal matter
Remarks	:	personal matter

Leave Entitlement	:	20.0 Day(s)
Leave Taken	:	18.0 Day(s)
Leave Balance	:	2.0 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)

Approved by	:	Esther Foo Pau Kwan 09-11-2020 (Mon) 14:13:15

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