LIGHTCRAFT®

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HR-LF-Deng-2020-04429

APPLICATION FOR LEAVE

Name	:	Doris Chong Shin Min
Department	:	Lightcraft Project
Designation	:	PROJECT OPERATION MANAGER
Date Applied	:	04-11-2020 (Wed) 12:36:19

Type of Leave	:	Replacement Leave
Date From	:	17-11-2020 (Tue) To 17-11-2020 (Tue)
Date Resume	:	18-11-2020 (Wed)
Duration	:	1.0 Day(s)
Reason	:	Personal
Remarks	:	Working Date From 08-04-2020 (Wed) To 08-04-2020 (Wed)

Leave Entitlement	:	22.0 Day(s)
Leave Taken	:	34.0 Day(s)
Leave Balance	:	-12.0 Day(s)

Annual Leave	:	33.5 Day(s)
Emergency Leave	:	0.5 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	6.0 Day(s)
Maternity Leave	:	0.0 Day(s)
Compassionate Leave	:	0.0 Day(s)
Paternity Leave	:	0.0 Day(s)
Examination Leave	:	0.5 Day(s)
Hospital Leave	:	0.5 Day(s)

Approved by	:	Ho Swee Yen 11-11-2020 (Wed) 12:06:07

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