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HR-LF-Deng-2020-04573

APPLICATION FOR LEAVE

Name	:	Aida Sofia binti Saman
Department	:	Deng HQ
Designation	:	Sales Admin CLerk
Date Applied	:	12-12-2020 (Sat) 11:26:53
Type of Leave	:	Annual Leave
Date From	:	17-12-2020 (Thu) To 17-12-2020 (Thu)
Date Resume	:	18-12-2020 (Fri)
Duration	:	1.0 Day(s)
Reason	:	send my mother check up
Remarks	:	send my mother check up
Leave Entitlement	:	9.0 Day(s)
Leave Taken	:	5.5 Day(s)
Leave Balance	:	3.5 Day(s)
Annual Leave	:	3.0 Day(s)
Emergency Leave	:	2.5 Day(s)
Unpaid Leave	:	15.5 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	:	0.0 Day(s)
Hospital Leave	:	0.0 Day(s)
Approved by	:	Loh Thai Cheong 14-12-2020 (Mon) 19:15:34

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