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HR-LF-Deng-2021-04778

APPLICATION FOR LEAVE

Name	:	Eleeza Darina binti Roslan
Department	:	Lightcraft KL
Designation	:	PURCHASING & INVENTORY EXECUTI
Date Applied	:	26-02-2021 (Fri) 01:21:50

Type of Leave	:	Annual Leave
Date From	:	03-03-2021 (Wed) To 03-03-2021 (Wed)
Date Resume	:	04-03-2021 (Thu)
Duration	:	0.5 Day(s)
Reason	:	bby sitter has a child marriage matters
Remarks	:	PM

Leave Entitlement	:	16.0 Day(s)
Leave Taken	:	16.0 Day(s)
Leave Balance	:	0.0 Day(s)

Annual Leave	:	12.5 Day(s)
Emergency Leave	:	3.5 Day(s)
Unpaid Leave	:	14.0 Day(s)
Medical Leave	:	12.0 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	:	Haw Siew Kien 26-02-2021 (Fri) 12:23:24

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