LIGHTCRAFT®

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HR-LF-Deng-2021-04992

APPLICATION FOR LEAVE

Name	:	Fatin Najwa Binti Sapian
Department	:	Lightcraft Project
Designation	:	PROJECT SALES COORDINATOR
Date Applied	:	03-05-2021 (Mon) 09:10:20
Type of Leave	:	Annual Leave
Date From	:	12-05-2021 (Wed) To 12-05-2021 (Wed)
Date Resume	:	17-05-2021 (Mon)
Duration	:	1.0 Day(s)
Reason	:	Hari Raya leave
Remarks	:	Hari Raya leave
Leave Entitlement	:	7.0 Day(s)
Leave Taken	:	6.0 Day(s)
Leave Balance	:	1.0 Day(s)
Annual Leave	:	6.0 Day(s)
Emergency Leave	:	0.0 Day(s)
Unpaid Leave	:	0.0 Day(s)
Medical Leave	:	1.0 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	:	Ho Swee Yen 07-05-2021 (Fri) 18:41:58

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