



## APPLICATION FOR TIME-OFF

Name : Shahirah binti Husin  
Department : Lightcraft KL  
Designation : ADMIN EXECUTIVE CUM RECEPTIONIS  
Date Applied : 27-09-2022 (Tue) 08:19:57

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Total Off In Month : 0.0 Hour(s)

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Date Time-Off : 22-09-2022 (Thu)  
Time From : 17:15:00 To 18:00:00  
Off Hours : 0.8 Hour(s)  
Replace Date : 30-11--0001 (Mon)  
Reason : Go to clinic  
Remarks : NULL

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Released by : 30-11--0001 (Mon) 00:00:00  
Approved by : Canice 11-10-2022 (Tue) 10:56:40

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