



## APPLICATION FOR TIME-OFF

Name : Siti Haliza binti Shamsuddin  
Department : Lightcraft KL  
Designation : ACCOUNTS EXECUTIVE  
Date Applied : 17-01-2023 (Tue) 14:58:59

---

Total Off In Month : 2.0 Hour(s)

---

Date Time-Off : 17-01-2023 (Tue)  
Time From : 11:00:00 To 13:00:00  
Off Hours : 2.0 Hour(s)  
Replace Date : 30-11--0001 (Mon)  
Reason : Go to workshop.break pump leaking  
Remarks : NULL

---

Released by : 30-11--0001 (Mon) 00:00:00  
Approved by : Esther 17-01-2023 (Tue) 18:10:15

---

