



APPLICATION FOR TIME-OFF

Name : Chong Siew Yee
Department : Lightcraft Sungai Besi
Designation : Sales and Marketing Manager
Date Applied : 14-03-2023 (Tue) 13:19:55

Total Off In Month : 2.0 Hour(s)

Date Time-Off : 14-03-2023 (Tue)
Time From : 17:00:00 To 19:00:00
Off Hours : 2.0 Hour(s)
Replace Date : 30-11--0001 (Mon)
Reason : Need to go back to home town
Remarks : Close relative - aunty passed away . Wish to pay last respect

Releaved by : 30-11--0001 (Mon) 00:00:00
Approved by : Sherreen 14-03-2023 (Tue) 18:00:57

