



## APPLICATION FOR TIME-OFF

Name : Shahirah binti Husin  
Department : Lightcraft KL  
Designation : ADMIN EXECUTIVE CUM RECEPTIONIS  
Date Applied : 11-08-2023 (Fri) 09:26:30

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Total Off In Month : 2.0 Hour(s)

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Date Time-Off : 11-08-2023 (Fri)  
Time From : 15:10:00 To 17:10:00  
Off Hours : 2.0 Hour(s)  
Replace Date : 30-11--0001 (Mon)  
Reason : Going to hometown  
Remarks : NULL

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Releaved by : 30-11--0001 (Mon) 00:00:00  
Approved by : BK 14-08-2023 (Mon) 11:47:45

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