



## APPLICATION FOR TIME-OFF

Name : Aida Sofia binti Saman  
Department : Deng HQ  
Designation : Sales Admin CLerk  
Date Applied : 20-09-2023 (Wed) 15:44:52

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Total Off In Month : 2.0 Hour(s)

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Date Time-Off : 28-09-2023 (Thu)  
Time From : 16:00:00 To 18:00:00  
Off Hours : 2.0 Hour(s)  
Replace Date : 30-11--0001 (Mon)  
Reason : send mother go to check up  
Remarks : NULL

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Releaved by : 30-11--0001 (Mon) 00:00:00  
Approved by : Loh 27-09-2023 (Wed) 08:58:48

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