



## APPLICATION FOR TIME-OFF

Name : Choo Chee Chin  
Department : Lightcraft Sungai Besi  
Designation : RETAIL SALES MANAGER  
Date Applied : 22-02-2020 (Sat) 12:03:37

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Total Off In Month : 0.0 Hour(s)

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Date Time-Off : 05-03-2020 (Thu)  
Time From : 10:00:00 To 12:00:00  
Off Hours : 2.0 Hour(s)  
Replace Date : 30-11--0001 (Mon)  
Reason : doctor appointment-follow up  
Remarks : doctor appointment-follow up

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Releaved by : 30-11--0001 (Mon) 00:00:00  
Approved by : Sherreen 27-02-2020 (Thu) 08:42:13

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