

# LEAVE FORM



|                                                                                                                                        |  |                                     |  |
|----------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------|--|
| Date : <u>17-10-22</u>                                                                                                                 |  | Dept. : <u>TSI</u>                  |  |
| Name : <u>Anton Baido S</u>                                                                                                            |  | Date of Join : <u>03-01-13</u>      |  |
| Badge : <u>RP13073</u>                                                                                                                 |  |                                     |  |
| Amount of Leave : <u>3</u> day(s)                                                                                                      |  |                                     |  |
| Date of Leave : <u>19-10-22</u> until <u>21-10-22</u>                                                                                  |  |                                     |  |
| Purpose : <input type="checkbox"/> Annual Leave <input type="checkbox"/> Sick Leave <input checked="" type="checkbox"/> Marriage Leave |  |                                     |  |
| <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Others, please specify _____                                         |  |                                     |  |
| Address during Leave : <u>Duri Riau</u>                                                                                                |  | Contact number : <u>8122003192</u>  |  |
| Employee's signature : <u></u>                                                                                                         |  | <u>Leave Update</u>                 |  |
| Supervisor : _____                                                                                                                     |  | Leave Balance : _____ Day (s)       |  |
| Dept. Head : _____                                                                                                                     |  | Annual Leave : _____ Day (s)        |  |
| HRD/Admin : _____                                                                                                                      |  | Balance : <u>          </u> Day (s) |  |
|                                                                                                                                        |  | <i>(filled by HRD/Admin)</i>        |  |

