

Kepada : Bapak / Ibu HR

Dengan hormat

Berikut saya lampirkan form izin cuti karyawan

TICK ONE	COMPLETE FOR ITEM TICKED				
ANNUAL LEAVE	PER ANNUAL VACATION SCHEDULE		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
LONG SERVICE LEAVE	PER LSL VACATION SCHEDULE		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
R & R LEAVE	PER R & R SCHEDULE		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SICK LEAVE	ATTACH MEDICAL CERTIFICATE		FOR HR OFFICE USE TYPE OF LEAVE : AL <input type="checkbox"/> LSL <input type="checkbox"/> R&R <input type="checkbox"/> DATE OF HIRE : _____ CURRENT ELIGIBILITY : _____ DAYS OUTSTANDING LEAVE : _____ DAYS ACCUMULATED LEAVE : _____ ENTITLEMENT : _____ DAYS LESS THIS LEAVE : _____ DAYS BALANCE : _____ DAYS LEAVE PERIOD : _____ POINT OF HIRE : _____		
MATERNITY LEAVE	ATTACH DOCTOR CERTIFICATE				
UNPAID LEAVE	REASON : menikah				
PERIOD OF LEAVE	Day	Month			Year
FIRST DAY	26	7	2021		
LAST DAY	3	8	2021		
DAYS LAPSED					

APPLICANT NAME : Cici Kharisma Rozie

SIGNATURE / DATE : 23-06-2021

ACKNOWLEDGE : Kamila Nurul Alimah

SIGNATURE / DATE : 23/06/21

*APPROVED / REJECTED BY Mustafa Dzul Akmal
*(Please circle your choice)

SIGNATURE / DATE : 23-06-2021

REASON FOR REJECTION (if rejected) :
