



Out of Duty Permit



Leave Request Form

Name : Henry 185/ACCT/05/2024
Position : Trainee
Department : Accounting
Date of Request : 2024-05-02 09:01:04

| Type of Leave | Entitlement | Taken Period |
|---------------|--------------------------|-----------------------|
| Day Payment | Sunday, 31 March 2024 | Saturday, 04 May 2024 |
| Day Payment | Friday, 23 February 2024 | Monday, 06 May 2024 |

| Type of Leave | Outstanding | Validity | Approval | Balance |
|---------------|-------------|----------|----------|---------|
| Day Payment | 6 | 2 | 2 | 4 |
| Extra Off | 0 | 0 | 0 | 0 |
| Annual Leave | 0 | 0 | 0 | 0 |

Note :
test

| Employee | Head of Department | HRD |
|-------------------------|--------------------------|-------------------------|
| Henry | Monik Nissrina Muldajana | Admin |
| Date : 02-05-2024 09:01 | Date : 02-05-2024 09:01 | Date : 02-05-2024 09:02 |

* Procedure to be followed :

- 1. Please submit your leave request at least 1 week prior to leave taken
- 2. Only HOD / Asst. HOD / GM who can approve your leave request
- 3. This approval can be changed at any time due to operational needs
- 4. Employee cannot take leave before approved by HOD / Asst. HOD, except for sick & death

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