



Leave Request Form

Name : Henry
Position : Trainee
Department : Accounting
Date of Request : 2024-04-29 16:11:32

167/ACCT/04/2024

Type of Leave	Entitlement	Taken Period
Day Payment	Sunday, 31 March 2024	Thursday, 02 May 2024

Type of Leave	Outstanding	Validity	Approval	Balance
Day Payment	0	1	1	-1
Extra Off	0	0	0	0
Annual Leave	0	0	0	0

Note :
test

Employee		
Henry		
Date : 29-04-2024 16:11		

* 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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