



Leave Request Form

Name : DEVY CAHYA
MULYONO
Position : It Manager
Department : Accounting
Date of Request : 2024-05-02 12:39:04

197/ACCT/05/2024

Type of Leave	Entitlement	Taken Period
Annual Leave	Wednesday, 01 November 2023	Saturday, 04 May 2024

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

Note :
Cuti Mey 2024

Employee	
<div>DEVY CAHYA MULYONO</div> <div>Date : 02-05-2024 12:39</div>	

* 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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