Aplus Consulting Co., Ltd.

EMPLOYEE LEAVE FORM

REQUISITIONER

YIN SAMBATH

DATE OF REQUEST

31st August, 2023

POSITION

WEB DEVELOPER

DEPARTMENT

HR-TECH

TYPE OF LEAVE:

☒ ANNUAL LEAVE ☐ SICK LEAVE

☐ SPECIAL LEAVE ☐ MATERNITY LEAVE

☐ UNPAID LEAVE (DEDUCTED FROM MONTHLY SALARY) ☐ *COMPENSATORY DAY(S) OFF

LEAVE DATES FROM:

31st August, 2023

TO:

31st August, 2023

REPLACE WITH *(*Compensatory Day(S) Off Only)*

REMARKS: *(*Compensatory Day(S) Off Only)*

BACK TO WORK ON:

31st August, 2023

NUMBER OF LEAVE DAYS:

A half of day

LEAVE ENTITLEMENT:

LEAVE BALANCE AFTER THIS REQUEST:

LEAVING REASONS/REMARKS:

សែន

JOB HANDOVER:

NAME AND SIGNATURE OF HANDOVER:

AUTHORIZATION:

	NAME	SIGNATURE	DATE
REQUESTED BY:	YIN SAMBATH		31st August, 2023
APPROVED BY:	MENG PONGRATTANAK		
RECORDED BY (HR):			

Compensatory Day(s) Off: refers to extra time off given to an employee in lieu of overtime pay or as a reward for working on holidays or weekends.