



Leave Application Form

Name : Bayu Bagus Bagaswara

Portfolio : PT Bank Danamon Indonesia, Tbk

Department : IT

<input checked="" type="checkbox"/>	Annual	<input type="checkbox"/>	Medical	<input type="checkbox"/>	Others	<input type="checkbox"/>	Replacement
<input type="checkbox"/>	Emergency / Compassionate						

Reason(s)

Annual Leave

Leave Date : 16/04/2023 - 18/04/2023 Days : 3

Signature :

Date : / / Time : : AM / PM

In case of any work related urgency, I am contactable at :

Note :

To allow a timely processing of your leaves & to avoid any unforeseen delays,  
You are required to submit ANNUAL leave(s) application to HR department atleast 3 days in advance.

For Official Use Only

Recommendation(s) by Manager / HoD : ☐ Approved ☐ Not Approved

Approved By Human Resource	Approved By Director - IT Services
Signature :	Signature :
Date : / /	Date : / /
Time : : AM / PM	Time : : AM / PM

Annual :	<input type="text"/>	Entitlement	<input type="text"/>	Taken	<input type="text"/>	Balance
Medical :	<input type="text"/>	Entitlement	<input type="text"/>	Taken	<input type="text"/>	Balance
Others :	<input type="text"/>	Entitlement	<input type="text"/>	Taken	<input type="text"/>	Balance
Emergency / Compassion :	<input type="text"/>	Entitlement	<input type="text"/>	Taken	<input type="text"/>	Balance
Replacement :	<input type="text"/>	Entitlement	<input type="text"/>	Taken	<input type="text"/>	Balance

Remarks :

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