



Leave Application Form

Name :

Bayu Bagus Bagaswara

Portfolio :

PT Bank Danamon Indonesia, Tbk

Department :

IT

Annual

Medical

Others

Replacement

Emergency / Compassionate

Reason(s)

Sick Leave

Leave Date : 02/12/2024 - 02/12/2024 Days : 1

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 :

/

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Time :

:

AM / PM

Time :

:

AM / PM

Annual :	<div></div>	Entitlement	<div></div>	Taken	<div></div>	Balance
Medical :	<div></div>	Entitlement	<div></div>	Taken	<div></div>	Balance
Others :	<div></div>	Entitlement	<div></div>	Taken	<div></div>	Balance
Emergency / Compassion :	<div></div>	Entitlement	<div></div>	Taken	<div></div>	Balance
Replacement :	<div></div>	Entitlement	<div></div>	Taken	<div></div>	Balance

Remarks :

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