



## Leave Application Form

Name : Bayu Bagus Bagaswara  
Portfolio : PT Bank Danamon Indonesia  
Department : IT

☐ Annual ☒ Medical ☐ Others ☐ Replacement  
☐ Emergency / Compassionate

**Reason(s)**

Radang Tenggorokan

From : 16 / 04 / 2025 To : 16 / 04 / 2025 Day(s) : 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**

Signature : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Time : \_\_\_\_:\_\_\_\_ AM / PM

**Approved By Director - IT Services**

Signature : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Time : \_\_\_\_:\_\_\_\_ AM / PM

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

Remarks :