

Leave Application Form

Bayu Bagus Bagaswara

Name : Portfolio : Department :

IT

IT

PT Bank Danamon Indonesia, Tbk

Annual

Medical

Others

Replacement

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 :

Entitlement

Taken

Balance

Medical :

Entitlement

Taken

Balance

Others :

Entitlement

Taken

Balance

Emergency / Compassion :

Entitlement

Taken

Balance

Replacement :

Entitlement

Taken

Balance

Remarks :