**LEAVE REQUEST FORM**

ĐƠN XIN NGHỈ NĂM 2019

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division | | Team | | Position | | Full Name | | Enable Annual Leave |
| Engineer | |  | | Staff | | **cuongpv@tmh-techlab.vn** | | **12** |
| Date of request | Date of leave | Annual Leave | | Orther leave | Type of orther leave | Reason | Signature of employee | Approval Authority |
| No of AL day | No of AL day remain |
| 03/12 | 2019/03/19-ALL,2019/03/20-AM | 1.5 | 11.5 |  |  | Join my friend's wedding | Cường / クオン | DENY |
| 03/12 | 2019/03/14-AM | 0.5 | 12.5 |  |  | I have headache | Cường / クオン | APPROVED |
| 03/12 | 2019/03/28-ALL,2019/03/29-ALL | 2 | 9.5 |  |  | Go visit my friend | Cường / クオン | APPROVED |
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