



Leave Application Form

Name : Fachriyan Rizki Ibrahim

Portfolio : Back End Developer

Department : DIV049 - IT Digital, Automation & Front-End Solutions

Annual Medical Others Replacement

Emergency / Compassionate

Reason(s)

Cuti Tahunan

From : 24 / 12 / 2025 To : 24 / 12 / 2025 Day(s) : 1

Signature :

Date : 22 / 12 / 2025 Time : _____:_____ AM / PM

In case of any work related urgency, I am contactable at : +628 1384867797

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 : 22 / 12 / 2025

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 :
