

Kepada : \_\_\_\_\_

Dengan hormat

Berikut saya lampirkan form izin cuti karyawan

TICK ONE	COMPLETE FOR ITEM TICKED				
ANNUAL LEAVE	PER ANNUAL VACATION SCHEDULE		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
LONG SERVICE LEAVE	PER LSL VACATION SCHEDULE		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
R & R LEAVE	PER R & R SCHEDULE		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SICK LEAVE	ATTACH MEDICAL CERTIFICATE		<b>FOR HR OFFICE USE</b> TYPE OF LEAVE : AL <input type="checkbox"/> LSL <input type="checkbox"/> R&R <input type="checkbox"/> DATE OF HIRE : _____ CURRENT ELIGIBILITY : _____ DAYS OUTSTANDING LEAVE : _____ DAYS ACCUMULATED LEAVE : _____ ENTITLEMENT : _____ DAYS LESS THIS LEAVE : _____ DAYS BALANCE : _____ DAYS LEAVE PERIOD : _____ POINT OF HIRE : _____		
MATERNITY LEAVE	ATTACH DOCTOR CERTIFICATE				
UNPAID LEAVE	REASON :				
PERIOD OF LEAVE	Day	Month			Year
FIRST DAY	28	Des	2021		
LAST DAY	31	Des	2021		
DAYS LAPSED					

APPLICANT NAME : CICI KHARISMA ROZIE

SIGNATURE / DATE :  \_\_\_\_\_

ACKNOWLEDGE : KAMILA NURUL

SIGNATURE / DATE :  7/12 \_\_\_\_\_

\*APPROVED / REJECTED BY MUSTAFA DZUL

SIGNATURE / DATE : \_\_\_\_\_

\*(Please circle your choice)

REASON FOR REJECTION (if rejected) :

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