



## LEAVE REQUEST FORM

Name : Pubu Aprilia Candra Dewi Length of Leave : 3 Days  
Position : Event & Marketing Coor Starting Date : 25 th Sept 24  
Department : Event & Marketing Ending Date : 27 th Sept 24  
Kind Of Leave : Ceremony Working Date : 30 th Sept 24

- ☒ Annual  
☐ Day Off Payment  
☐ Extra Off  
☐ Other \_\_\_\_\_

	Entitlement	Request	Balance	Remarks
Annual	12	3	9	
Day Off Payment				
Extra Off				
Other Leave				

Reason for Request : Ceremony

Contact Number and Address during leave : Jalan Setra Agung II, Gang III Tuban

Department Head Recommendation : Citra Keswari Dewi


Particular Action : \_\_\_\_\_


Approved by,

Requested by:  
Employee

Department Head

HR Manager / Director

  
Date : 23rd Sept 24

  
14 Oct 2024

CC. - HR Department

- Department Concerned