

**LEAVE REQUEST**

NAME : <u>Fred D Rano Hunter Nainggolan</u> DEPARTMENT : <u>15</u>	
<b>KIND OF LEAVE REQUESTED</b> 1. ANNUAL LEAVE <u>✓</u> 2. SICK LEAVE _____ 3. OTHER (SPECIFY) _____	<b>To be filled by HR Dept.</b> No. of Day : - Leave Entitlement : <u>12+6+4</u> - Leave Taken : <u>8</u> - Leave Balance : <u>14</u>
<b>Reason :</b> <u>To take care of houses</u> <u>Legal documents</u> _____ _____ _____	<b>DATES REQUESTED (filled by employee)</b> Date : <u>19 Aug 2022</u> _____ _____ Total <u>1</u>
<input type="checkbox"/> with pay <input type="checkbox"/> without pay  <u>(signature)</u> ( employee signature )	<b>Checked and Verified by HR Dept.</b> <u>(signature)</u> ( ..... )
<b>APPROVED BY,</b>  (FOREMAN) (SUPERVISOR) (HR MANAGER) (MANAGER / DIRECTOR)	