

Leave Request Form

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| Employe ID | Employe Name | Leave Description | Request Date | | Backup Name | Remarks |
| Start  (dd/mm/yyyy) | End  (dd/mm/yyyy) |
| 118596 | Rijkaard Hermanses | family matters | 07/09/2023 | 08/09/2023 | Adib Bacthiar |  |
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| Position | Name | Approved | Date |
| Request | Rijkaard Hermanses | signature | 06 September 2023 |
| Supervisor | Moh. Denis Juliansyah |  | 06 September 2023 |
| Relation Manager | Hendra Saputra Yuriswanto |  | 06 September 2023 |

Note :

* Leave application one week before the efectivitive date
* From may be submitted after complete approved