

Name		: SURYA WIJAYA		Plant/Department		: FINANCE		Emp No/ ID : 101110													
Position		: SALES		Joined Date		: 06 May 2025															
Application Date		Reason & Description		Leave Type		From		To		Signature		Substitute		Dept. Head		HR. & Admin		Manager		Vice GM/ GM	
Date	Month			Date	Month	Time	Date	Month	Time	No. Of											
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1. All Application must be submitted to the Human Resource Department 3 days before going for leave. 2. All emergency leave or sick leave shall be submitted to the Human Resource Department within 48 hours after the leave has been taken. 3. The management at its sole discretion shall decide the balance of the leave in the event if this leave form is misplaced. 4. Late submission of leave application will not approved, considered absent.																					