

# LEAVE APPLICATION FORM

GG/HR/LAF/002

<b>LEAVE INFO</b>					
Name	Fharidathul Qhairoh Abd Rahim				
Designation	Design and Technical Services Engineer	Employee No.	8274		
Location	HQ GALAXY AEROSPACE (M) SDN BHD	Department	Design		
Leave from	14 Mar 2022	to / and	14 Mar 2022	1.0	day(s)
Leave type	Carry Forward Leave				
Reason	Carry forward leave				
Contact address	No. 7, Jalan Seroja 1A/2, Bukit Beruntung, 48300 Rawang, Selangor				
Contact phone	0195760445				
Signature		Date	7 Mar 2022		
<b>FOR OFFICE USE</b>					
Nature of Leave	Entitlement	Leave Taken	Balance to Date	Leave Applied	Balance Available
Carry Fwd Leave	0.0	0	0.0		
Annual Leave	14.0	13	1.0		
Medical Leave	14.0	0	14.0		
Leave in Lieu	0.0	-14	14.0		
Others:					
<b>APPROVAL &amp; ACKNOWLEDGEMENT</b>					
Supervisor	Ir. Nizam Nazar				
Approval	Approved				
Remarks					
Signature		Date	7 Mar 2022		