

LEAVE APPLICATION FORM

GG/HR/LAF/002

LEAVE INFO					
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	15 Mar 2022	to / and	15 Mar 2022	1.0	day(s)
Leave type	Carry Forward Leave				
Reason	Annual Leave				
Contact address	No. 7, Jalan Seroja 1A/2, Bukit Beruntung, 48300 Rawang, Selangor				
Contact phone	0195760445				
Signature		Date	7 Mar 2022		
FOR OFFICE USE					
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	14	0.0		
Medical Leave	14.0	0	14.0		
Leave in Lieu	0.0	-14	14.0		
Others:					
APPROVAL & ACKNOWLEDGEMENT					
Supervisor	Ir. Nizam Nazar				
Approval	Approved				
Remarks					
Signature		Date	7 Mar 2022		