



PEGASUS AUTOMATION SDN BHD (778197-P)

REPLACEMENT LEAVE APPLICATION FORM

Employee name: _____

Date: _____

Department: _____

Day of the week: S/M/T/W/T/F/S

Time From: _____ To: _____

Job Descriptions

*Total worked for 4 hours shall be declared as 1/2 working day. *Total worked for 8 hours shall be declared as one(1) working day

Applicant's Use	For Office Use	
Applicant's Signature: _____	Verified By (HOD): _____	Approved by (Management): _____

Version:- A010 - 201601



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