

**TLC MODULAR CONSTRUCTION LIMITED LIABILITY COMPANY**

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LEAVE APPLICATION

Identification	Full Name	Emp. No	Position	Department
	Thuc Vo Van	TLCM01069	Software Tester	Software Development

I hereby apply for:

Leave Reason	Traveling
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Number of Leave Days

Datetime	Workplace	Payment Type	Absence Type	Leave Type	Number of Leave Day	Remark
29/11/2021	VN-HO	Paid By TLC Payment/TLC Thanh Toán	Annual Leave/Phép Năm	Full day (8.5 hours)/Cả Ngày (8.5 giờ)	1	
30/11/2021	VN-HO	Paid By TLC Payment/TLC Thanh Toán	Annual Leave/Phép Năm	Full day (8.5 hours)/Cả Ngày (8.5 giờ)	1	
01/12/2021	VN-HO	Paid By TLC Payment/TLC Thanh Toán	Annual Leave/Phép Năm	Half-day morning (4 hours)/Buổi sáng (4 giờ)	0.5	
Total					2.50	

I have handedover current work to:

Handover For	
Handover Working List	

Leave Approvals:

Request Date	15/11/2021 14:09	Approved Date	16/11/2021 13:22
Requester	Thuc Vo Van		
Approved By	Fortune Truong		
Confirmed By			
Followed Up By			
Status	Approved		