



DEXTRANS WORLDWIDE PTE LTD

Seafreight & Logistics Centre:
 No. 61 Bukit Batok Crescent #07-01,
 Heng Loong Building, Singapore 658078
 Tel: (65) 64683777 Fax: (65) 64686908
 Business Reg No: 200303721R

Airfreight:
 #04-01 Cargo Agent Building Megaplex 1,
 Changi Airfreight Centre Singapore 819460
 Tel: (65) 65461676/ 67868378 Fax: (65) 65468617

Name: Tan XX

Date of Hire: 1-Aug-14

Designation: Operations Executive

Date of Confirm: 31-Oct-14

Leave Summary up to 31-Dec-2016

| | | | | | | | |
|-----------------------------------------------------|-------------|---------------|-------------|-----------------|---------------|---------------|------------|
| Leave Carry forward from Year 2015 | | | 0.0 | | | | |
| Leave Entitlement as at 31-Dec-2016 | | | 10.0 | | | | |
| Leave in-lieu: Deepavali Day (29/10/2016, Sat) | | | 1.0 | | | | |
| Total Medical Leave Earned as at 31-Dec-2016 | | | 14.0 | | | | |
| Total Annual Leave Earned as at 31-Dec-2016 | | | 10.0 | | | | |
| Leave in-lieu as at 31-Dec-2016 | | | 1.0 | | | | |
| Leave Details | Date | Annual | Sick | Hospital | No Pay | Others | |
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| | | | | | | | |
| Total Leave Applied up to date | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total Leave Balance as at 31-Dec-2016 | | 10.0 | 14.0 | 0.0 | 0.0 | 0.0 | 1.0 |

AL entitled yearly: 10 days

Verified by
Angeline Sim

Approved by
Jeffrey Heng

Acknowledgement by
Tan XX