

BORANG PERMOHONAN CUTI

Employee Leave Application Form



PROSES PERMOHONAN Application Processing

TARIKH PERMOHONAN:

Request Date

PEGAWAI HR

HR Officer

TARIKH

Date

MASA

Time

WAJIB / Compulsory

TARIKH SERAHAN /
KELULUSAN

Return / Approval Date

PEGAWAI HR

HR Officer

TARIKH

Date

MASA

Time

NAMA :

Name :

JAWATAN :

Position :

JABATAN :

Department :

JENIS CUTI / Type Of Leave

Jenis Cuti Yang Dipohon :

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Cuti Tahunan (AL)
Annual Leave

☐

Cuti Tanpa Gaji (UL)
Unpaid Leave

☐

Cuti Khas (SL)
Special Leave

☐

Lain-lain :
Others :

BUTIRAN CUTI TELAH DIAMBIL / Leave History

Tarikh Cuti Terakhir / Jumlah Diambil

Date of last leave applications / Total taken

1) _____ to _____ ()

2) _____ to _____ ()

UNTUK KEGUNAAN HR SAHAJA / For HR use only

REKOD CUTI / Record Of Leave

AL

Annual Leave Entitlement (1st Jan - 31st Dec)

Balance Brought Forward as at 31st March to be utilize before 31st March

This Year Entitlement (Pro rate)

Total

Leave Taken

Balance Leave (Pro rate)

Replacement Leave

Replacement Leave Taken

Replacement Leave Balance

BUTIRAN CUTI DIPOHON / Leave Application Details

Cuti Daripada : Tarikh
Leave From Date

Cuti Sehingga : Tarikh
Leave To Date

Jumlah Hari Dipohon : Hari
Total Days Applied Day

Baki Baru Cuti : Hari
New Leave Balance Day

Reasons :

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TARIKH

Date

TANDATANGAN KAKITANGAN

Employee's Signature

* KAKITANGAN HANYA DIBENARKAN MULA BERCUTI SETELAH MENDAPAT KELULUSAN DARIPADA HRD

* All employee is only allowed to go on leave upon approval being obtained from HRD

KELULUSAN / Approval

JIKA DIPERLUKAN / If Applicable

☐

Dilulus
Approved

☐

Tidak Dilulus
Not Approved

Pegawai Penyelia Kanan : _____
Immediate Superior

Ketua Jabatan : _____
Head Of Department

PENGARAH URUSAN KUMPULAN / PENGARAH URUSAN
GROUP MANAGING DIRECTOR / MANAGING DIRECTOR

* POTONG MANA YANG TIDAK BERKENAAN / * Delete Where Inapplicable