

BORANG PERMOHONAN CUTI

Employee Leave Application Form



2018

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 :

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

Hari

Day

Baki Baru Cuti : Hari

New Leave Balance

Hari

Day

Reasons :

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