

Kepada : HRD

Dengan hormat

Berikut saya lampirkan form izin cuti karyawan

TICK ONE		COMPLETE FOR ITEM TICKED			
ANNUAL LEAVE	PER ANNUAL VACATION SCHEDULE	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
LONG SERVICE LEAVE	PER LSL VACATION SCHEDULE	YES <input type="checkbox"/> NO <input type="checkbox"/>			
R & R LEAVE	PER R & R SCHEDULE	YES <input type="checkbox"/> NO <input type="checkbox"/>			
SICK LEAVE	ATTACH MEDICAL CERTIFICATE	FOR HR OFFICE USE TYPE OF LEAVE : AL <input type="checkbox"/> LSL <input type="checkbox"/> R&R <input type="checkbox"/> DATE OF HIRE : CURRENT ELIGIBILITY : DAYS OUTSTANDING LEAVE : DAYS ACCUMULATED LEAVE ENTITLEMENT : DAYS LESS THIS LEAVE : DAYS BALANCE : DAYS LEAVE PERIOD : POINT OF HIRE :			
MATERNITY LEAVE	ATTACH DOCTOR CERTIFICATE				
UNPAID LEAVE	REASON: Pulang kampung ada keperluan keluarga				
PERIOD OF LEAVE	Day Month Year Remark				
FIRST DAY	24	Nov	2023		
LAST DAY	28	Nov	2023		
DAYS LAPSED	3 days				

APPLICANT NAME : MUHAMMAD HAFIZD ELISON

SIGNATURE/DATE :

ACKNOWLEDGE : Jacobus Krisnawan

SIGNATURE/DATE :

*APPROVED / REJECTED BY : Jacobus Krisnawan

SIGNATURE/DATE :

REASON FOR REJECTION (if rejected) :

- (1) Annual leave is due on completion of 1 year service. Entitlement after 1 year service is 12 work days. Annual leave must be spent within a period of 12 months after the entitlement to annual leave arises.
- (2) The entitlement of annual leave/rest will be burned up within 12 (twelve) months since the entitlement of that annual leave/rest arising.
- (3) Long service leave is due for staff on completion of 5 years continuous service at 22 working days/for every 5 years. LSL can only be taken several times at minimum 5 working days.
- (4) The entitlement of annual leave/rest will be burned up if within 2 (two) years since the entitlement of that annual leave / rest arising, the employee does not apply his/her entitlement not upon at the request of his/her Company Manager through an official letter.
- (5) The entitlement of special leave (R&R) will be burned up if next special leave has arise and the Employee does not apply his/her entitlement not upon at the request of his/her Company Manager through an official letter.
- (6) Annual leave/rest can not be replaced by money (refundable), except for Employees that upon termination of employment with the company still has the eligible to annual leave/ rest that has not been taken and yet burned.