

LEAVE APPLICATION FORM
(BORANG PERMOHONAN CUTI)

PART A (BAHAGIAN A)		To Be Completed By Employee (Dilengkapkan oleh Pemohon)	
Full Name (As in NRIC) (Nama Penuh) (Seperti di dlm K/P) : _____		Dept/Section : _____ (Jabatan / Divisyen)	
Position : _____ (Jawatan)		Date Joined : _____ (Tarikh Mula Bekerja)	
Telephone No. : _____ (No Telefon)		Grade : _____ (Gred)	
Leave Type (Tick ✓ whichever is applicable) (Jenis Cuti) (Tandakan ✓ yang mana berkenaan) (Sila sertakan dokumen-dokumen yang berkaitan) a) <input type="checkbox"/> Annual (Tahunan) e) <input type="checkbox"/> Hospitalisation (Penghospitalan) b) <input type="checkbox"/> Medical (Perubatan) f) <input type="checkbox"/> Compassionate (Sijil Kematian) (Ehsan) c) <input type="checkbox"/> Maternity (Bersalin) g) <input type="checkbox"/> Other Paid Leave (Lain-lain cuti bergaji) d) <input type="checkbox"/> Marriage (Berkahwin) h) <input type="checkbox"/> Unpaid Leave (CutiTanpa Gaji) Duties Covered by: (Tugasan diambil alih oleh) _____		NOTE (NOTA) Please attach the relevant documents: a) Wedding Card for (d) (Kad Kahwin) b) MC or letter from the doctor for (b)/ (e) (Sijil sakit atau surat dari doktor) c) Death certificate for (f) d) For (b), fill in personal details only (Untuk (b) Isikan keterangan peribadi sahaja) e) Relevant documents to support (g)/(h) (Dokumen-dokumen berkaitan yang boleh Menyokong) For non panel clinic visits and for emergency leave to state the reasons below. (Untuk bukan klinik panel dan cuti kecemasan Sila nyatakan sebab-sebab dibawah)	
Leave Applied (Exclude Public Holidays/Rest Day) (Cuti Dipohon) (Tidak Termasuk Cuti Umum / Cuti Rehat)		Reasons for Leave (Emergency/Unpaid/ Other Paid Leave/Non Panel Clinic)(Sebab- sebab Bercuti (Kecemasan / Tidak Berbayar/ Lain-lain cuti berbayar / Bukan Klinik Panel)	
From (Dari)	To (Hingga)	Total Days (Jumlah Hari)	
Days (Hari) Leave B/F from year () _____ (Cuti yang dibawa ke hadapan dari tahun ____) Annual Leave Entitlement (Current Year) _____ (Kelayakan cuti tahunan – Bulan Semasa) Total _____ (Jumlah) No. of Days taken including this leave _____ (Bilangan hari yang diambil termasuk cuti ini) Balance Leave as at to-date _____ (Baki cuti terkini)			Signature of Applicant (Tandatangan Pemohon) Date (Tarikh)
PART B (BAHAGIAN B)		For Management	
Recommended By (Direkomen Oleh)	Approved / (Diluluskan) Not Approved (Tidak Diluluskan)	Concurred By: (Dipersetujui Oleh)	Approved / (Diluluskan) Not Approved (Tidak Diluluskan)
Section/Dept/ Head (Seksyen / Jabatan / Ketua)	Department Head (Ketua Jabatan)	Human Resource (Sumber Manusia)	General Manager/Managing Director (Pengurus Besar/Pengarah Urusan)
Date (Tarikh) :	Date (Tarikh) :	Date(Tarikh):	Date (Tarikh):