

## LEAVE APPLICATION FORM

**NOTE/NOTA:**

- i) Leave must be applied and approve at least three (3) working days before leave.  
(Cuti mestilah di pohon dan mendapatkan kelulusan sekurang-kurangnya tiga (3) hari sebelum bercuti)
- ii) Supporting document must be submitted within three (3) working days and it is compulsory for Compassionate Leave, Emergency Leave and Replacement Leave.  
(Surat sokongan cuti mestilah dihantar dalam tempoh tiga (3) hari bekerja dan ianya terpakai bagi Cuti Ehsan, Cuti Kecemasan dan Cuti Ganti)
- iii) Employees must ensure that their application for leave is approve, otherwise to be treated as absence without leave approved/ permission.  
(Pegawai perlu memastikan permohonan adalah diluluskan, atau ia akan dianggap cuti tanpa kelulusan/kebenaran)

**Section 1 – To be completed by Applicant  
( Bahagian 1: Untuk diisi oleh pemohon)**

Name (Nama) : ..... Date of Applicant (Tarikh Permohonan) : .....

 Emp.No (No. Pegawai) : ..... Work Status : ..... Department (Bahagian) : .....  
 (Status Pekerjaan: Tetap/ Kontrak)

<input type="checkbox"/> Annual Leave (Cuti tahunan)	<input type="checkbox"/> Compassionate Leave - With Supporting Document (Cuti Ehsan- beserta surat sokongan)	<input type="checkbox"/> Replacement Leave - With Supporting Document (cuti ganti- beserta surat sokongan)
<input type="checkbox"/> MC – Medical Certificate (Surat Cuti Sakit)	<input type="checkbox"/> Emergency Leave To Deduct Annual Leave -With Supporting Document (Cuti Kecemasan ditolak cuti tahunan -beserta surat sokongan )	<input type="checkbox"/> Unpaid Leave (Cuti Tanpa Gaji)

 Period : From/ Dari ..... \*To/ Hingga OR and/dan : ..... No. of Day(s)/ Bil. Hari : ..... day(s) / hari  
\*potong mana yang berkenaan

 Reason of Application : .....  
 (Alasan Permohonan )

 Employee Signature : .....  
 (Tandatangan Pgawai)

**Section 2 – To be completed by H.O.D. / Manager / WTM for Approval**
**( Bahagian 2 : Untuk diisi oleh Ketua Bahagian / Pengurus / Pengurus Tertinggi bagi kelulusan )**

 Verified by H.O.D. / Manager:  
 (Pengesahan oleh Ketua Bahagian / Pengurus)

 Approve / Not Approve by Manager / WTM:  
 (Diluluskan / Tidak diluluskan oleh Pengurus / Pengurus Tertinggi)

 Signature/ T.Tangan : .....  
 Name/ Nama : .....  
 Position/ Jawatan : .....  
 Date/ Tarikh : .....

 Signature/ T.Tangan : .....  
 Nama / Name : .....  
 Position/ Jawatan : .....  
 Date/ Tarikh : .....

**Section 3 : To be completed by HR Department for Record Approved  
(Bahagian 3 : Untuk diisi oleh BSM bagi Rekod Kelulusan)**

 No of day(s) Entitled : ..... day(s) / hari  
 (Bil. hari yang layak)

 As of : .....  
 (Setakat) Date/ Tarikh

 No of day(s) Applied : ..... day(s)/ hari  
 (Bil. hari dipohon)

 Balance Entitled : ..... day (s)/ hari  
 (Baki yang layak)

 Updated by :  
 (dikemaskini oleh)

 Quick staff Record Update : ..... day (s)/ hari  
 (Kemaskini Segera) (Date/ Tarikh)

 Name/ Nama : .....  
 Position/ Jawatan : .....