

PERMOHONAN CUTI TANPA REKOD*Application For Unrecorded*

(Borang yang lengkap dan telah diluluskan hendaklah dihantar ke Pej. Pentadbiran Am selewat-lewatnya 3 hari dari tarikh permohonan)

(The completed form which has been approved must be submitted to the General Administration Office at least 3 days from the applied date)

**A. BUTIRAN PERMOHONAN / APPLICANT'S PARTICULARS**

No. Pekerja : _____
Staff No.

Nama Pegawai : _____
Name of Officer

Jawatan : _____ Jab. / Fak. / Bhg. : _____
Post Department / Faculty / Division

Tarikh Cuti : _____ dan / hingga _____ () hari
Date of Leave and / to

** Tujuan Cuti Tanpa Rekod : Cuti Gantian Cuti Untuk Mengambil Peperiksaan
Purpose of Unrecorded Leave Replacement leave Examination leave

Cuti Isteri Bersalin Cuti Urusan Kematian Ahli Keluarga Terdekat
Paternity leave Compassionate leave due to death of an immediate family member

Lain-Lain Cuti (Nyatakan)
Others (please specify)

Alamat Bercuti : _____
Address during Leave

No. Telefon : _____
Telephone No.

Tarikh : _____ Tandatangan : _____
Date Signature

B. PERAKUAN KETUA JABATAN / DECLARATION OF HEAD OF DEPARTMENT

Permohonan Diperakukan / Tidak Diperakukan
Application is acknowledged / not acknowledged

Tarikh : _____ Tandatangan : _____
Date Signature

C. KELULUSAN PENDAFTAR / APPROVAL OF REGISTRAR

Permohonan Diluluskan / Tidak Diluluskan
Application is approved / rejected

Tarikh : _____ Tandatangan : _____
Date Signature

** Sila lampirkan dokumen yang berkaitan dengan permohonan cuti
Please enclose copies of documents relevant to leave application

UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE

Diluluskan / Approved

Tidak diluluskan / Rejected

Diluluskan dengan pindaan / Approved with amendment

Dibatalkan / Cancelled

Direkod / Recorded

Tarikh : _____ Tandatangan : _____
Date Signature