

**PERMOHONAN CUTI KECEMASAN
Application For Emergency Leave**

(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. BUTIR PERMOHONAN / APPLICATION DETAILS

No. Kakitangan : _____
Staff Number

Nama Pemohon : _____
Applicant's Name

Jawatan : _____
Post

Fakulti/Jabatan/Bahagian : _____
Faculty/Department/Division

Jumlah Cuti Dipohon : _____ hari / days
Total Days Applied for

Tarikh Cuti : _____ dan / hingga _____
Leave Dates and / to

Sebab Bercuti : _____
Reason for leave

Alamat Semasa Cuti : _____
Address during Leave

No. Telefon : _____
Telephone Number

Tarikh : _____ Tandatangan : _____
Date Signature

B. REKOD KELAYAKAN CUTI / LEAVE ENTITLEMENT RECORD

Baki cuti tahunan pada tarikh permohonan : _____ hari / days
Balance of annual leave on the date of application

C. PERAKUAN / ENDORSEMENT

Permohonan diperakukan / tidak diperakukan : _____
Application endorsed / not endorsed

Tarikh : _____ Tandatangan : _____
Date Signature (Ketua Bahagian / Ketua Jabatan)
Head of Division / Department

D. KELULUSAN / APPROVAL

Permohonan diluluskan / tidak diluluskan : _____
Application approved / not approved

Tarikh : _____ Tandatangan : _____
Date Signature (Ketua Jabatan)
Head of Department

UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE

Keputusan permohonan cuti : _____
Decision for leave application

Lulus / Approved
 Tidak Lulus / Not Approved
 Dilulus dengan pindaan / Approved with amendment
 Dibatalkan / Cancelled
 Direkodkan / Recorded

Tarikh : _____ Tandatangan : _____
Date Signature