

**PERMOHONAN CUTI REHAT**  
**Application For Annual Leave**

(Borang yang lengkap dan telah diluluskan hendaklah dihantar ke Pej. Pentadbiran Am selewat-lewatnya 2 hari dari tarikh permohonan)

(The completed form which has been approved must be submitted to the General Administration Office at least 2 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*

