

**BORANG PERMOHONAN CUTI TANPA REKOD**

***(Perintah Am Bab C : Perkara VI (41, 42, 43, 44, 45, 46 & 47)***

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| --- |
|  ***Catatan :******Lampirkan surat /dokumen yang berkaitan dengan permohonan saudara.******Borang ini hendaklah diisi dalam 2 salinan.( 1 salinan untuk simpanan staf)*** |

Kepada : **.....................................**

Fakulti Komputeran

 UTM Johor Bahru

**Bahagian A**

**(Untuk diisi oleh permohon)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nama |  |  | HP/Samb. |    |
| No. Pekerja |  |  | Tarikh |  |
| Jawatan |  |   |  Tandatangan  |  |
| Unit/Jbtn. |  |  |

Saya memohon ***Cuti Tanpa Rekod*** selama ***\_\_\_\_\_\_\_\_\_\_\_\_\_***hari

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Tarikh Cuti Tanpa Rekod
 | dari: |  | hingga |  |
| 1. Tujuan Cuti Tanpa Rekod
 |  |
| 1. Alamat Semasa Bercuti
 |  |

**Bahagian B**

**(Untuk Kegunaan Pejabat)**

**KELULUSAN**

 **Permohonan Diluluskan**/**Tidak Diluluskan**

Ulasan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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