

**PERMOHONAN CUTI GANTIAN**

Kepada :

**Bahagian A *(Untuk diisi oleh permohon)***

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

Saya memohon cuti gantian selama \_\_\_\_\_\_\_\_ hari  **\**potong mana yang tidak berkenaan***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Tarikh bercuti | dari |  | dan**\*** | hingga**\*** |  |
| 1. Alamat semasa bercuti |  |  |  |  |  |

1. Butiran Terperinci Cuti Gantian ***(Bengkel /Tugas Rasmi) sertakan salinan surat arahan bertugas***

|  |  |
| --- | --- |
| **Tarikh** | **Bengkel /Tugas Rasmi** |
|  |  |
|  |  |
|  |  |

1. Butiran Terperinci kerja lebih masa. Sila catatkan di lampiran yang disediakan

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bahagian B *(Untuk Kegunaan Pejabat) \*Tanda P ditempat yang berkaitan***

**RQ**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **\*DISOKONG** | Selama |  | hari | dari |  | hingga / dan |  |
|  | **\*TIDAK DISOKONG** | Catatan |  | | | | | |

Tarikh ........................ TT & Cop Ketua Jabatan ......................................

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **\*DILULUSKAN** | Selama |  | hari | dari |  | hingga |  |
|  | **\*TIDAK DILULUSKAN** | Catatan |  | | | | | |

Tarikh ......................... TT & Cop Ketua Jabatan ......................................

Lampiran

**Butiran Terperinci kerja lebih masa**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TARIKH** | **PERKARA** | **MASA MULA** | **MASA TAMAT** | **JUMLAH JAM** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Jumlah Keseluruhan Jam | | | |  |

## UNTUK KEGUNAAN PEJABAT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tandatangan Kerani Cuti |  | Tarikh |  |  | Rekod Staf |  |