### FSSH_BM

**PERMOHONAN CUTI GANTIAN**

### (Jumlah cuti gantian yang layak \_\_\_\_\_\_\_\_\_\_\_\_ hari )

 **(Tandatangan Pembantu Tadbir Bahagian Cuti \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )**

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| Kepada |  |  |
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| Saya \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ memohon cuti gantian selama \_\_\_\_\_\_\_\_ hari mulai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hingga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Alamat saya semasa bercuti ialah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. Tel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  Tandatangan | : |  |
|  Jawatan | : |  |
|  Sekolah/Akademi | : |  |
|  No.Pekerja  | :  |  |
|  Tarikh | : |  |

**………………………………………………………………………………………………………………............................................................…**

**BUTIR-BUTIR KERJA LEBIH MASA**

###### SELEPAS WAKTU PEJABAT

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| --- | --- | --- | --- |
| **TARIKH** | MASA | TUGAS/TUJUAN | JUMLAH JAM |
| **DARI** | **HINGGA** |
|  |  |  |  |
|  |  |  |  |
| **JUMLAH** |  |

Disokong / Tidak Disokong Tarikh : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tandatangan Penyelia/Penyelaras

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

**………………………………………………………………………………………………………………………………………………………….………………**

**UNTUK KEGUNAAN KUASA YANG MELULUSKAN CUTI**

**CUTI DILULUSKAN/TIDAK DILULUSKAN\***

|  |  |  |
| --- | --- | --- |
| Tandatangan | : |  |
| Jawatan | : |  |
| Tarikh | : |  |

* ***Sila sediakan lampiran sekiranya ruang tidak mencukupi.***