### 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

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

**UNTUK KEGUNAAN KUASA YANG MELULUSKAN CUTI**

**CUTI DILULUSKAN/TIDAK DILULUSKAN\***

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

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