



LEAVE FORM/BORANG CUTI

SAP ID. <i>No. SAP</i>								
Leave Request Type <i>Jenis Cuti yang di Pohon</i>	Leave Application <i>Permohonan Cuti</i>				Leave Cancellation <i>Pembatalan Cuti</i>			
Employee Name <i>Nama Pekerja</i>								
Sime Darby Division <i>Bahagian Sime Darby</i>					Department <i>Jabatan</i>			
Company <i>Syarikat</i>					Location / Branch <i>Lokasi / Cawangan</i>			

A. LEAVE TYPE/JENIS CUTI

Please indicate (X) in one of the following leave types:

Sila tanda (X) untuk jenis jenis cuti yang berkenaan:

Leave that requires approval from SUPERVISOR ONLY. Please provide supporting documents as indicated.
Cuti yang di pohon mesti di luluskan oleh PENYELIA SAHAJA. Sila kemukakan dokumen sokongan seperti yang dinyatakan.

☐ Planned Leave <i>Cuti Tahunan</i>	☐ Unplanned Leave <i>Cuti Kecemasan</i>	☐ Substitution Leave <i>Cuti Ganti</i>	☐ Medical Leave (Medical Certificate) <i>Cuti Sakit (Sijil Sakit)</i>
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Reason / Comment:

Tujuan / Komen:

Leave that requires approval from BOTH SUPERVISOR AND HR. Please provide supporting documents.

Cuti yang memerlukan kelulusan kedua-dua PENYELIA dan JABATAN SUMBER MANUSIA. Sila kemukakan dokumen sokongan.

☐ Prolonged Illness Leave <i>Cuti Penyakit Berlarutan</i>	☐ Hospitalisation Leave <i>Cuti Rawatan Wad</i>
☐ Death <i>Cuti Ikhsan</i>	☐ Disaster <i>Cuti Kecemasan (seperti banjir, kebakaran gempa bumi)</i>
☐ Maternity <i>Cuti Bersalin</i>	☐ Paternity <i>Cuti Isteri Bersalin</i>
☐ Marriage <i>Cuti Perkahwinan</i>	☐ Examination Leave <i>Cuti Peperiksaan</i>
☐ Study Leave <i>Cuti Belajar</i>	☐ Unpaid Leave <i>Cuti Tanpa Gaji</i>
☐ Carry Forward Leave <i>Cuti yang di bawa ke hadapan</i>	Reason: _____ Tujuan: _____
☐ Others <i>Lain Lain</i>	Number of Days: _____ Bilangan Hari: _____
Please state: _____ Sila nyatakan: _____	

B. LEAVE INFORMATION/MAKLUMAT CUTI

Leave Start Date <i>Tarikh mula</i> (DD.MM.YYYY)		Leave End Date <i>Tarikh akhir</i> (DD.MM.YYYY)	
Absence period <i>(if within a day)</i> <i>Masa ketidakhadiran (jika dalam sehari)</i>	☐ 1st half day <i>1/2 hari pagi</i>	☐ 2nd half day <i>1/2 hari petang</i>	
Remarks <i>Catitan</i>			

EMPLOYEE/PEKERJA

Requested by <i>Dipohon Oleh</i>	Date <i>Tarikh</i>
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HEAD OF DEPARTMENT / SUPERIOR APPROVAL

KELULUSAN KETUA JABATAN / PENYELIA

Approved by <i>Diluluskan oleh</i>	Name <i>Nama</i>
	Date <i>Tarikh</i>

HR APPROVAL/KELULUSAN JABATAN SUMBER MANUSIA

Is the employment contract suspended during absence? <i>Adakah kontrak pekerjaan digantung semasa ketidakhadiran?</i>	Please indicate (X) if yes <i>Jika Ya, sila tanda (X)</i>
Approved by <i>Diluluskan oleh</i>	Name <i>Nama</i>
	Date <i>Tarikh</i>