

TPC KUALA LUMPUR
ABSENTEEISM REPORT

To : Human Resources & Administration Department

From : _____

Department : _____

Date : _____

KINDLY BE INFORMED THAT :-

Name of Employee : _____

Position : _____

SAP No. : _____

Section : _____

DID NOT REPORT TO WORK ON : _____

TIME : _____

Department Head / Supervisor

Note :

It is the duty of the Department Head / Supervisor to notify the Human Resources Department within the same day when the said employee did not report for work.

If no application for leave with valid reason or medical certificate is approved and submitted to the Human Resources Department within 24 hours after the said employee has reported back to work, he / she will be treated as 'absent without leave' and will be liable to disciplinary action and to 'no pay' for the day.

Absent without leave or prior approval for more than 48 hours will be deemed termination.