



UNIVERSITI TEKNOLOGI MARA

BORANG PEMBERIAN WANG TUNAI SEBAGAI GANTIAN BAGI CUTI REHAT YANG TIDAK DAPAT DIHABISKAN OLEH PEGAWAI LANTIKAN SECARA KONTRAK DITETAPKAN DALAM SURAT PEKELILING PERKHIDMATAN BILANGAN 17 TAHUN 2008
APPLICATION FORM FOR CASH AWARD FOR ANNUAL LEAVE THAT CANNOT BE AVAILED BY THE CONTRACT OF SERVICE OFFICER SPECIFIED IN SERVICE CIRCULAR LETTER NO. 17 YEAR 2008

A. UNTUK DIISI OLEH PENAMA
TO BE FILLED BY THE APPLICANT

No. Pekerja : [] [] [] [] [] []
Staff No.
Nama Pemohon :
Name
Jawatan :
Designation
Fakulti/Bahagian/Cawangan:
Faculty/Dept./Branch Campus
Tarikh Kontrak : Mula.....hingga
Duration of Contract From until

B. JUMLAH HARI (KONTRAK SEMASA)
NO. OF DAY(S) CURRENT CONTRACT

[] Baki Cuti Rehat Tahun
Balance of Annual Leave for the year
[] Baki Cuti Rehat yang dibawa ke tahun
Balance of Annual Leave to be brought forward for the year
[] Gantian bagi Cuti Rehat yang tidak dapat dihabiskan mengikut SPP Bil. 17/2008
Annual Leave that cannot be availed according to SCL NO.17/2008

(Maksimum Cuti Rehat hendaklah tidak melebihi 8 hari atau 1/4 daripada kadar Cuti Rehat setahun mengikut mana yang lebih rendah.dan tidak melebihi kelayakan sebanyak 75 hari sepanjang tempoh pelantikan kontrak yang berterusan atau terputus-putus/ Leave should not exceed a maximum of 8 days or 1/4 of the annual leave entitlement whichever is lesser. Leave should also not exceed 75 days for the entire period of contract appointment inclusive of reengagements whether continuous or otherwise.

..... Tarikh/ Date Tandatangan Pemohon/ Applicant's Signature

C. KEPUTUSAN KETUA BAHAGIAN/FAKULTI/PENGARAH KAMPUS
APPROVAL OF HEAD OF DEPT./FACULTY/DIRECTOR OF BRANCH CAMPUS

Saya bersetuju meluluskan permohonan penama membawa baki Cuti Rehat ke tahun/ I consent to approve the application of the above named to bring forward the balance day(s) of annual leave for the yearoleh sebab kepentingan perkhidmatan sebanyak/ where due to exigency of service for.....hari/ day(s) dan/and mengumpul/ accumulatehari bagi Gantian Cuti Rehat mengikut/ day(s) for annual leave that cannot be availed as specified in SPP Bil. 17/2008 SCL NO.17/2008

..... Tarikh/ Date Tandatangan Ketua/ Signature of Head of Dept.

D. PERINGATAN KEPADA PEGAWAI CUTI DI FAKULTI/BAHAGIAN/UNIT/CAWANGAN
REMINDER FOR THE LEAVE OFFICER-IN-CHARGE FROM THE DEPARTMENT/ FACULTY/ UNIT/ BRANCH CAMPUS

- a. Borang permohonan ini hendaklah dihantar bersekali dengan Kenyataan Cuti Tahunan/ This application must be submitted along with the Statement of Annual Leave of the applicant for the year..... oleh Bahagian/Fakulti/Cawangan masing-masing/ by the Department/ Faculty/ Branch Campus respectively .
b. Sila beritahu pihak Pentadbiran Jabatan dari masa ke semasa sekiranya ada apa-apa perubahan pada butir-butir permohonan di atas/ Please notify the Administrative Office should there be changes to details in the application form.