



PUSAT BIMBINGAN ALTERNATIF

C I N T A S Y R I A M A L A Y S I A - C S M

No. 23-1, 23-2, Jalan Puteri 2A/3, Bandar Puteri Bangi,
43000 Kajang, Selangor, Malaysia.

Office : +603-8912 3794
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LEAVE APPLICATION FORM

GUIDELINE :

- 1) Download the leave application form;
- 2) Fill in all the information and save as PDF;
- 3) Upload as attachment at MySyarikat application.

A) EMPLOYEE INFORMATION

DATE OF APPLICATION	:	
EMPLOYEE NAME	:	
EMPLOYEE CODE	:	
EMPLOYEE POSITION	:	

B) LEAVE CATEGORY (Please tick the appropriate box)

- Within Selangor (7 days)
 Outside Selangor (14 days)
 Overseas (30 days)

C) DURATION OF LEAVE (DAY/MONTH/YEAR)

FROM : _____

UNTIL : _____

D) REASON OF LEAVE

E) ADDRESS WHILE ON LEAVE



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Please Attach this document with :

- 1- Flight Ticket @ Flight Schedule **OR**
- 2- Graduation @ Program Letter **OR**
- 3- Training Letter @ Class Schedule **OR**
- 4- Doc @ Appointment Letter **OR**
- 5- Other documents that prove the date/period of leave employee

F) PRINCIPAL APPROVAL :

I hereby * support / do not support for the following reasons: -

The official duty of the applicant * can / can not be arranged for the duration of his / her vacation.

Date: _____

(Signature)

Name:

Designation :