PUSAT BIMBINGAN ALTERNATIF
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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.

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## 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 :