

REKOD CUTI REHAT
RECORD OF LEAVE

Bil. No.	Tarikh Cuti Date of Leave	Sebab Reason	Bilangan Hari No. of Days	Tandatangan Kelulusan Approval Signature
Jumlah <i>Total</i>				

- >>> **Kursus Sarjana Muda FTMK, FPTT & FTK** - **Maksima 7 hari**
Degree Course for FTMK, FPTT & FTK *7 days maximum*
- >>> **Kursus Diploma & Sarjana Muda Kejuruteraan** - **Maksima 3 hari**
Diploma & Degree Engineering Course *3 days maximum*

Pelajar dikehendaki merekodkan semua cuti yang diambil. Setiap cuti mesti diluluskan oleh industri. Pastikan Penyelia Industri menandatangani ruang yang berkenaan. Sila hantarkan salinan borang cuti yang telah diluluskan kepada Penyelaras Latihan Industri Fakulti (PLIF) dengan segera. Tindakan boleh diambil terhadap pelajar yang mengambil cuti tanpa kebenaran.

Students are required to record all leaves taken. All leaves must be approved by the industry. Please make sure that the Industry Supervisor signs in the relevant space. Please submit a copy of the approved Leave Application Form to the Faculty Industrial Training Coordinator immediately. Action will be taken against students who take leave without proper approval.

REKOD CUTI SAKIT
RECORD OF MEDICAL LEAVE

Bil. <i>No.</i>	Tarikh Cuti Sakit <i>Date of Medical Leave</i>	Sebab <i>Reason</i>	Bilangan Hari <i>No. of Days</i>	Tandatangan Penyelia Industri <i>Signature of Industry Supervisor</i>
Jumlah <i>Total</i>				

- >>> **Kursus Sarjana Muda FTMK, FPTT & FTK** - **Maksima 7 hari**
Degree Course for FTMK, FPTT & FTK *7 days maximum*
- >>> **Kursus Diploma & Sarjana Muda Kejuruteraan** - **Maksima 3 hari**
Diploma & Degree Engineering Course *3 days maximum*

Pelajar dikehendaki merekodkan semua cuti sakit yang diambil. Setiap cuti sakit mesti dimaklumkan kepada Penyelia Industri. Sila hantarkan salinan sijil cuti sakit kepada Penyelaras Latihan Industri Fakulti (PLIF) dengan segera.

Students are required to record all medical leaves. Industry Supervisor must be informed regarding all medical leaves. Please submit a copy of Medical Leave Certificate to the Faculty Industrial Training Coordinator immediately.