**LAMPIRAN B**

JPA.SARAAN 223/5/4-3 Jld. 3 (16)



**KEMENTERIAN / JABATAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BORANG KEMUDAHAN CUTI BERSALIN**

**PEGAWAI PERKHIDMATAN AWAM**

**Arahan:** Maklumat hendaklah dilengkapkan dengan **jelas** dan menggunakan **HURUF BESAR**. Perakuan Bersalin/Surat dijangka bersalin hendaklah dilampirkan.

**BAHAGIAN I : BUTIRAN DIRI PEGAWAI**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nama Penuh | | | : |  | | | | | |
|  | | | | |  | | | | | |
|  | No. Kad Pengenalan | | | : |  | | | | | |
|  | | | | |  | | | | | |
|  | Jawatan | | | : |  | | | | | |
|  | | | | |  | | | | | |
|  | Alamat Tempat Tinggal Semasa Cuti Bersalin | | | : |  | | | | | |
|  | | | | |  | | | | | |
|  | Tempoh Diperlukan | | | : |  | Hari | | | | |
|  | | | | |  |  | | | | |
|  | Tarikh | | | : |  | | | hingga | |  |
|  | | | | |  | | |  | |  |
|  | Tarikh Dijangka Bersalin (EDD) | | | : |  | | | | | |
|  | | | | | | | | | | |
|  | | i. | Kelayakan Cuti Bersalin yang telah digunakan | | | | : | |  | Hari |
|  | | | | | | | | |  |  |
|  | | ii. | Baki Kelayakan Cuti Bersalin (jika ada) | | | | : | |  | Hari |

**BAHAGIAN II : BUTIRAN PERMOHONAN KEMUDAHAN CUTI BERSALIN**

1. Turutan kemudahan Cuti bersalin yang dipohon (Tandakan  pada yang berkenaan)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (a) |  | **Cuti Bersalin bergaji penuh** | | | | |  | |
|  | Tarikh Bersalin | : |  | | | | |
|  |  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (Termasuk hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (b) |  | **Cuti Rehat yang berkelayakan** | | | | |  | |
|  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (**Tidak termasuk** hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (c) |  | **Cuti Bersalin tanpa gaji** | | | | |  | |
|  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (Termasuk hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (d) |  | **CMA yang tidak terikat dengan Cuti Bersalin**  dibawah PP Bil. 5/2014 | | | | | | |
|  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (Termasuk hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (e) |  | **CMA yang bersambung daripada Cuti Bersalin**  dibawah PP Bil. 5/2014 | | | | | | |
|  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (Termasuk hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (f) |  | **Cuti Bersalin separuh gaji hingga 14 hari** (bagi guru dalam penggal sekolah) | | | | |  | |
|  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (Termasuk hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (g) |  | **Cuti Bergaji penuh**  (bagi guru dalam cuti penggal sekolah) | | | | |  | |
|  |  | | | |  |  | |
|  |  | Mulai | : |  | | | hingga |  |
|  |  |  |  |  | | |  |  |
|  |  | Jumlah hari yang dipohon | | | : |  | Hari | |
|  | | | | | | | | |
|  |  | (Termasuk hari rehat mingguan, hari kelepasan mingguan dan hari kelepasan Am) | | | | | | |

**BAHAGIAN III : PENGESEHAN PEGAWAI**

1. Saya dengan ini mengesahkan bahawa maklumat sebagaimana yang dinyatakan di **Bahagian I dan II adalah benar**

Tandatangan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tarikh : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BAHAGIAN IV : PENGESAHAN DAN KEPUTUSAN KETUA JABATAN**

1. Permohonan kemudahan Cuti Bersalin bagi pegawai adalah **DILULUSKAN / TIDAK DILULUSKAN**\* pada/mulai hingga

Tandatangan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nama dan Jawatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Cop Rasmi)*

Tarikh : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*potong mana yang tidak berkenaan*