

LUFTER Sdn Bhd



Design, Construct, Commission & Validate Clean & Containment Room (DCCV)
Head Office: C-5-05, Capital 3, Oasis Square, No.2, Jalan PJU 1A/7A, Ara Damansara
47301 Petaling Jaya, Selangor.
Phone: 03-7859 6218 Fax: 03-7859 6219 Email: simonloh@lufter.com.my

(Company No: 781640-T)

L-HR-L-08-50

MEMO

TO : All Employees
FROM : Human Resource Department
DATE : 08-Dec-2021
SUBJECT : **EMERGENCY LEAVE APPLICATION**

Referring to the subject above, please be informed **with immediate effect all Emergency Leave application MUST attached with evidence such as pictures and/or supporting documents.**

Any Emergency Leave application without evidence will be treated as Unpaid Leave.

For more information and understanding you may refer to the Employee Handbook (Clause 17.2) and for unsure matter you may refer to the HR Department.

We appreciate your understanding and cooperation.

Best Regards,

Noor Eliana Binti Suhaimi
Senior HR & Admin Executive

L-HR-L-08-50

PERKARA : PERMOHONAN CUTI KECEMASAN

Merujuk kepada perkara di atas, sila dimaklumkan **berkuat kuasa serta-merta semua permohonan Cuti Kecemasan WAJIB disertakan bersama bukti seperti gambar dan/atau dokumen sokongan.**

Sebarang permohonan Cuti Kecemasan tanpa bukti akan dianggap sebagai Cuti Tanpa Gaji.

Untuk maklumat lanjut dan pemahaman anda boleh merujuk kepada Buku Panduan Pekerja (Klausu 17.2) dan untuk perkara yang tidak pasti anda boleh merujuk kepada Jabatan Sumber Manusia.

Kami menghargai pemahaman dan kerjasama anda.