

Absence Notification Form – BIM/CAD Engineer

Employee Name: _____

NRIC/FIN No: _____ **Contact No:** _____

Current Posting: _____

Client: _____

Resource Manager: _____

Reasons for Absence: (Attached documentary proof if any)

- Annual Leave
 No-Pay Leave
 Medical/ Hospitalization Leave
 NS
 Compassionate Leave
 Child Care Leave
 Maternity/Paternity Leave
 Marriage Leave
 Others; Please State Reason: _____

Duration of Absence: _____ **day(s)**

Absent from: _____ **to** _____

Note:

*This form does **not** represent official approval of leave. Your leave request(s) will only be processed by the HR Department upon receiving **both** Absence Notification Form and JustLogin E-Leave application.*

Employee's Signature: _____ **Date:** _____

Endorsements

1. **Approved / Not Approved** Yes / No (delete whichever not applicable)
2. **Replacement Required?** Yes / No (delete whichever not applicable)

Remarks (if any): _____

Client's Name & Signature

Date

Resource Manager's Name & Signature

Date