

1. OVERTIME TO ANNUAL LEAVE

2. SPECIAL PEAK PERIOD ALLOWANCE @ RM10 P/HOUR

EMP NAME	
EMP CODE	
POSITION	
COMPANY	
DEPARTMENT	
MONTH / YEAR	

DATE	CLIENT	DESCRIPTION	TIME		TOTAL HOURS	LEAVE CLAIM	ALLOWANCE RM10 P/HOUR	HOD AUTHORISATION
			FROM	TO				
TOTAL								

Applied by :

Verified by :

Approved by :

Name :

Name :

Name :

Date :

Date :

Date :

Note :

- 1) Eligible to employee with Basic salary above RM2,001.00 to RM4,000.00 per month
- 2) One (1) day leave will be credited into annual leave on completion of 8 hours overtime
- 3) Application need to be submitted together with monthly claim forms