**FORM A2/APR2019**



# APPLICATION TO CHANGE STAGGERED WORKING HOURS

**FOR ADMINISTRATIVE AND TECHNICAL STAFF DURING RAMADHAN**

I hereby agree to change my current working hours to the following:-

***(Please tick (√) the selected working hours)***

RMDN 5 (7.30 am – 3.30 pm) RMDN (8.00 am – 4.00 pm)

RMDN 3 (8.30 am – 4.30 pm) RMDN 2 (9.00 am – 5.00 pm)

**KLM Staff**

RMDNKLM1 (7.30 am – 3.30 pm) RMDNKLM2 (8.00 am – 4.00 pm)

RMDNKLM3 (8.30 am – 4.30 pm) RMDNKLM4 (9.00 am – 5.00 pm)

Starting from ……………… (day) ……………… (month) (year)

**Signature** ………………………………………………………………………………..

**Name** ………………………………………………………………………………..

**Post** ………………………………………………………………………………..

**Grade** ………………………………………………………………………………..

**Dept/Unit** ………………………………………………………………………………..

**KCDI** ………………………………………………………………………………..

**Date** ………………………………………………………………………………..

# ……………………………..……..(Decision by Dean/Director)…………………………………

I approve the option selected by the above staff:

………………………………………………………………. Name and designation:

Date:

Note: This form is to be submitted one week before the effective date and each KCDIO needs to file a copy of this form for future reference and evidence.