



**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)

- | | |
|---|---|
| <input type="checkbox"/> RMDN 5 (7.30 am – 3.30 pm) | <input type="checkbox"/> RMDN (8.00 am – 4.00 pm) |
| <input type="checkbox"/> RMDN 3 (8.30 am – 4.30 pm) | <input type="checkbox"/> RMDN 2 (9.00 am – 5.00 pm) |

KLM Staff

- | | |
|---|---|
| <input type="checkbox"/> RMDNKLM1 (7.30 am – 3.30 pm) | <input type="checkbox"/> RMDNKLM2 (8.00 am – 4.00 pm) |
| <input type="checkbox"/> RMDNKLM3 (8.30 am – 4.30 pm) | <input type="checkbox"/> 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: