

## BORANG C



DATE OF LEAVE		REASON	INDUSTRIAL SUPERVISOR VERIFICATION
FROM	TO		

1. Student is required to record all leave taken.
2. All leave taken must be with **APPROVAL** by the Industry.
3. Ensure that all approved leave is noted and verified in the designated area.
4. Action will be taken towards student's absence without permission.
5. Student is not allowed to take more than **SIX** days of leave during the training period without the permission of the Industrial Training Coordinator.
6. This form **MUST** be attached as **APPENDIX** in the final report