

To : Bp. Oozaro Larosa

Dear Sir

I shall be grateful if you will grant me leave for the period and reason(s) stated below :

TICK ONE	COMPLETE FOR ITEM TICKED				
ANNUAL LEAVE	PER ANNUAL VACATION SCHEDULE		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
LONG SERVICE LEAVE	PER LSL VACATION SCHEDULE		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
R & R LEAVE	PER R & R SCHEDULE		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
SICK LEAVE	ATTACH MEDICAL CERTIFICATE		<b>FOR HR OFFICE USE</b> TYPE OF LEAVE : AL <input checked="" type="checkbox"/> LSL <input type="checkbox"/> R&R <input type="checkbox"/> DATE OF HIRE : _____ CURRENT ELIGIBILITY : _____ DAYS OUTSTANDING LEAVE : _____ DAYS ACCUMULATED LEAVE : _____ ENTITLEMENT : _____ DAYS LESS THIS LEAVE : _____ DAYS BALANCE : _____ DAYS LEAVE PERIOD : _____ POINT OF HIRE : _____		
MATERNITY LEAVE	ATTACH DOCTOR CERTIFICATE				
UNPAID LEAVE	REASON :				
PERIOD OF LEAVE	Day	Month			Year
FIRST DAY	6	6	2022	Cuti	
LAST DAY	6	6	2022	Cuti	
DAYS LAPSED	10				

APPLICANT NAME : Ruth Artha S. Napitupulu

SIGNATURE / DATE :  31 May 2022

ACKNOWLEDGE : Kamila N. (Human Capital)

SIGNATURE / DATE :  2/6 '22

\*APPROVED / REJECTED BY : Bp. Oozaro Larosa  
(Please circle your choice)

SIGNATURE / DATE :  31 May 2022

REASON FOR REJECTION (if rejected) :

- Annual leave is due on completion of 1 year service. Entitlement after 1 year service is 12 work days.  
Annual leave must be spent within a period of 12 months after the entitlement to annual leave arises.
- The entitlement of annual leave/rest will be burned up within 12 (twelve) months since the entitlement of that annual leave/rest arising.
- Long service leave is due for staff on completion of 5 years continuous service at 22 working days/for every 5 years.  
LSL can only be taken several times at minimum 5 working days.
- The entitlement of annual leave/rest will be burned up if within 2 (two) years since the entitlement of that annual leave / rest arising, the Employee does not apply his/her entitlement not upon at the request of his/her Company Manager through an official letter.
- The entitlement of special leave (R&R) will be burned up if next special leave has arise and the Employee does not apply his/her entitlement not upon at the request of his/her Company Manager through an official letter.
- Annual leave/rest can not be replaced by money (refundable), except for Employees that upon termination of employment with the Company still has the eligible to annual leave/ rest that has not been taken and yet burned.

- Cuti tahunan bisa diambil setelah bekerja 1 (satu) tahun penuh. Hak cuti setelah bekerja satu tahun adalah 12 hari kerja  
Cuti Tahunan harus dihabiskan dalam jangka waktu 12 bulan setelah hak atas cuti Tahunan timbul.
- Hak atas cuti/istirahat tahunan gugur/hangus apabila dalam waktu 12 (dua belas) bulan sejak hak atas cuti/istirahat tahunan tersebut timbul
- Cuti panjang diberikan kepada pekerja setelah masa kerjanya 5 tahun terus menerus sebanyak 22 hari kerja setiap 5 tahun.  
Cuti Panjang dapat diambil beberapa kali dan minimal pengambilan adalah 5 (lima) hari kerja.
- Hak atas cuti/istirahat panjang gugur/hangus apabila dalam waktu 2 (dua) tahun sejak hak atas cuti/istirahat panjang tersebut timbul, Pekerja tidak mempergunakan haknya bukan atas permintaan Manajemen melalui surat resmi.
- Hak atas cuti/istirahat khusus (R&R) gugur/hangus apabila cuti khusus (R&R) berikutnya telah timbul dan Pekerja tidak mempergunakan haknya bukan atas permintaan Manajemen melalui surat resmi.
- Cuti Istirahat khusus (R&R) tidak dapat diganti dengan uang (diuangkan), kecuali bagi Pekerja yang pada saat berakhirnya hubungan kerja dengan Perusahaan masih mempunyai hak cuti/istirahat khusus (R&R) yang belum diambil dan belum gugur / hangus.