PANAK LAMPIRAN 1B

PERATURAN BADAN KEPEGAWAIAN NEGARA

REPUBLIK INDONESIA

NOMOR 24 TAHUN 2017

TENTANG TATA CARA PEMBERIAN CUTI PEGAWAI NEGERI SIPIL

Ambon, ${creat\_at}

Kepada

Yth, ${nama2}

Di Ambon

FORMULIR PERMINTAAN DAN PEMBERIAN CUTI

|  |  |  |  |
| --- | --- | --- | --- |
| I. DATA PEGAWAI | | | |
| Nama | ${nama} | NIP | ${nip} |
| Jabatan | ${jabatan} | Masa Kerja | ${masa\_kerja} Tahun |
| Unit Kerja | ${unit\_kerja} |  |  |

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| II. JENIS CUTI YANG DIAMBIL | | | |
| 1. Cuti Tahunan | ${cuti\_tahunan} | 2. Cuti Besar | ${cuti\_besar} |
| 3. Cuti Sakit | ${cuti\_sakit} | 4. Cuti Melahirkan | ${cuti\_lahir} |
| 5. Cuti Karena Alasan Penting | ${cuti\_alpen} | 6. Cuti Diiluar Tanggungan Negara | ${cuti\_dtn} |

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| III. ALASAN CUTI |
| ${keterangan} |
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| IV. LAMANYA CUTI | | | | | |
| Selama | ${lama\_cuti} Hari | Mulai Tanggal | ${tgl\_awal} | s/d | ${tgl\_akhir} |

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| V. CATATAN CUTI | | | | |
|  | | | | |
|  |
| 1. CUTI TAHUNAN | | | 2. CUTI BESAR |  |  |
| Tahun | Sisa | Keterangan | 3. CUTI SAKIT |  |  |
| N-2 |  |  | 4. CUTI MELAHIRKAN |  |  |
| N-1 |  |  | 5. CUTI ALASAN PENTING |  |  |
| N |  |  | 6. CUTI DILUAR TANGGUNGAN NEGARA |  |  |

|  |  |
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| VI. ALAMAT SELAMA MENJALANKAN CUTI | |
| ${alamat\_cuti} | TELP. ${nomor\_hp} |
| Hormat Saya  ${nama} |
|  |
|  |
| NIP/NRP ${nip} |  |

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| VII. PERTIMBANGAN ATASAN LANGSUNG | | | |
| DISETUJUI | PERUBAHAN | DITANGGUHKAN | TIDAK DISETUJUI |
| ${setuju\_al} | - | - | ${tidak\_setuju\_al} |
|  |  |  | ${nama1} |
|  |  |  |
|  |  |  |
|  |  |  | NIP/NRP ${atasan\_langsung} |

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| VII. PEJABAT YANG BERWENANG | | | |
| DISETUJUI | PERUBAHAN | DITANGGUHKAN | TIDAK DISETUJUI |
| ${setuju\_pb} | - | - | ${tidak\_setuju\_pb} |
|  |  |  | ${nama2} |
|  |  |  |
|  |  |  |
|  |  |  | NIP/NRP ${pejabat\_berwenang} |