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} |
|  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |  |

|  |  |
| --- | --- |
| **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} |