LAMPIRAN II: SURAT EDARAN SEKRETARIS MAHKAMAH AGUNG

REPUBLIK INDONESIA

NOMOR 13 TAHUN 2019

Banjarbaru,

Yth. Ketua Pengadilan Agama Banjarbaru

Di- Banjarbaru

**FORMULIR PERMINTAAN DAN PEMBERIAN CUTI**

**NOMOR :**

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| 1. **DATA PEGAWAI** | | | |
| **NAMA** | {{nama}} | **NIP.** | {{nip}} |
| **JABATAN** | {{jabatan}} | **GOL. RUANG** | {{gol\_ruang}} |
| **UNIT KERJA** | {{unit\_kerja}} | **MASA KERJA** | {{masa\_kerja}} |

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| 1. **JENIS CUTI YANG DIAMBIL** | | | |
| 1. **CUTI TAHUNAN** | {{c\_tahun}} | 1. **CUTI BESAR** | {{c\_besar}} |
| 1. **CUTI SAKIT** | {{c\_sakit}} | 1. **CUTI MELAHIRKAN** | {{c\_lahir}} |
| 1. **CUTI KARENA ALASAN PENTING** | {{c\_penting}} | 1. **CUTI DILUAR TANGGUNGAN NEGARA** | {{c\_luarnegara}} |

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| 1. **ALASAN CUTI** |
| {{alasan\_cuti}} |

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| 1. **LAMANYA CUTI** | | | | | |
| **SELAMA** | {{lama\_cuti}} | **TANGGAL** | {{tanggal\_cuti}} | **SAMPAI** | {{sampai\_cuti}} |

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| 1. **CATATAN CUTI** | | | | | |
| **CUTI TAHUNAN** | | | **PARAF PETUGAS CUTI** | 1. **CUTI BESAR** |  |
| **TAHUN** | **SISA** | **KETERANGAN** | 1. **CUTI SAKIT** |  |
|  |  |  |  | 1. **CUTI MELAHIRKAN** |  |
|  |  |  | 1. **CUTI KARENA ALASAN PENTING** |  |
|  |  |  | 1. **CUTI DILUAR TANGGUNGAN NEGARA** |  |

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| 1. **ALAMAT SELAMA MENJALANKAN CUTI** | |
|  | **TELP.** {{telp}} |
|  | **HORMAT SAYA**  {{nama}}  {{nip}}  **NIP.** |

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| 1. **PERTIMBANGAN ATASAN LANGSUNG \*\*** | | | |
| **DISETUJUI** | **PERUBAHAN\*\*\*\*** | **DITANGGUHKAN\*\*\*\*** | **TIDAK DISETUJUI\*\*\*\*** |
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| 1. **KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUT \*** | | | |
| **DISETUJUI** | **PERUBAHAN\*\*\*\*** | **DITANGGUHKAN\*\*\*\*** | **TIDAK DISETUJUI\*\*\*\*** |
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