

PERMOHONAN CUTI

Leave Application Form

DIISI OLEH PEGAWAI

To Be Completed By Employee

N A M A

Name

: SITI NAYHAROLI

UNIT KERJA & N.I.P.

Department & Employee Number

: TDD - 101 - DA

JENIS CUTI

Type of Leave

: ☒ **Cuti Tahunan** ☐ **Cuti Nikah** ☐ **Cuti Hamil** ☐ **Lain-lain**
Annual Leave Married Leave Maternity Leave Others**CUTI YANG AKAN DIAMBIL**

Period of Leave

: Dari 3 s.d 4 Januari 2021
From To**TANGGAL MASUK KERJA KEMBALI**

Date Report to Work

: 5 Januari 2021

TUGAS AKAN DIDELEGASIKAN KEPADA

Duties will be delegated to

:

ALAMAT SELAMA CUTI

Address During Leave

: GRAND WILAYA BLANSA

DIISI OLEH DEPARTEMEN SUMBER DAYA MANUSIA

To be Completed By Human Resources Development Department

Periode Cuti : 2021
Leave Period

CUTI YANG MASIH ADA

Leave Entitlement

: 4 HARI / Days

CUTI YANG DIAMBIL

Number of Day to be Deducted

: 2 HARI / Days

SISA
Balance

: 2 HARI / Days

s.d
as at
DICATAT TANGGAL

Date Recorded

:

DICATAT OLEH

Recorded By

:

Disetujui Direktur UtamaApproved By
President Director**Disetujui Wkl. Dir. Utama**Approved By
Vice President Director**Disetujui Direktur/Sekt. Perusahaan**Ka. Dept
Approved By Director/Corp. Secretary/
Dept. Head**Pegawai yang mengajukan**Requested By
Employee**Diketahui Ka.Dep. SDM**Reviewed By
Dept. Head()
Tgl. / Date(16-01-2021)
Tgl. / Date()
Tgl. / Date()
Tgl. / Date()
Tgl. / Date**Catatan / Notes**

Asli (Original) : HRD Departemen

Tembusan (Copy) : 1. Departemen Terkait

(Department Concerned)

2. Employee (Pegawai)