Bandung, ${created\_at}

Kepada

Yth. Ketua Pengadilan Tinggi Agama Bandung

Di Bandung

**FORMULIR PERMINTAAN DAN PEMBERIAN CUTI**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. DATA PEGAWAI | | | |
| Nama | ${nama} | NIP | ${nip} |
| Jabatan | ${jabatan} | Masa Kerja |  |
| Unit Kerja | ${unit\_kerja} | | |

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| 1. JENIS CUTI YANG DIAMBIL \*\* | | | |
| 1. Cuti Tahunan | ${ct} | 1. Cuti Besar | ${cb} |
| 1. Cuti Sakit | ${cs} | 1. Cuti Melahirkan | ${cm} |
| 1. Cuti Karena Alsan Penting | ${cap} | 1. Cuti di Luar Tanggungan Negara | ${ctln} |

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| 1. ALASAN CUTI |
| ${alasan} |

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| 1. LAMANYA CUTI | | | | | |
| Selama | ${lama} | Mulai Tanggal | ${tgl\_mulai} | s/d | ${tgl\_akhir} |

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| CATATAN CUTI | | | | | |
| 1. CUTI TAHUNAN | | | PARAF PETUGAS CUTI | 2. Cuti Besar |  |
| Tahun | Sisa | Keterangan | 3. Cuti Sakit |  |
| N-2 | ${n2} |  |  | 4. Cuti Melahirkan |  |
| N-1 | ${n1} |  |  | 5. Cuti Karena Alasan Penting |  |
| N | ${n} |  |  | 6. Cuti di Luar Tanggungan Negara |  |

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| 1. ALAMAT SELAMA MENJALANKAN CUTI\*\*\* | | |
|  | TELP | ${telp} |
| ${alamat} | Hormat saya,  ${nama}  NIP. ${nip} | |

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| 1. PERTIMBANGAN ATASAN LANGSUNG\*\* | | | |
| DISETUJUI | PERUBAHAN | DITANGGUHKAN | TIDAK DISETUJI |
|  |  |  |  |
|  | | | ${atasan}  NIP. ${nipatasan} |

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| --- | --- | --- | --- |
| 1. KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUTI | | | |
| DISETUJUI | PERUBAHAN | DITANGGUHKAN | TIDAK DISETUJI |
|  |  |  |  |
|  | | | ${pejabat}  NIP. ${nippejabat} |