**[](http://www.waskita.co.id/)SURAT CUTI TAHUNAN / IZIN TIDAK MASUK KERJA/CUTI BESAR \*)**

**PEGAWAI KANTOR PUSAT**

Nomor : / WK/ / /2014

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A. | 1. | N a m a | | **:** |  | |
|  | 2. | G r a d e | | **:** | -- | |
|  | 3. | Jabatan / Tempat Tugas | | **:** |  | |
|  | 4. | Maksud cuti izin | | **:** |  | |
|  | 5. | Tujuan / Alamat selama menjalani cuti/izin | | **:** |  | |
|  | 6. | Alat angkutan yang digunakan | | **:** |  | |
|  |  |  | | | | Jakarta, 2014 |
|  |  |  | | | | Pemohon, |
|  |  |  | | | |  |
|  |  |  | | | |  |
|  |  |  | | | | ( ) |
|  |  |  | | | |  |
|  |  |  | |  | |  |
| B. | Keterangan tentang cuti / izin yang pernah dijalani : | | | | | **Kepala Bagian Bidang SDM** |
|  | - | | | | |  |
|  |  | | | | |  |
|  |  | | | | | **( )** |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
| C. | Selama menjalani cuti / izin tanggal **2014** | | | | | |
|  | pekerjaan rutin diserahkan kepada **Sdr.** | | | | | |
|  |  | |  | | | **Yang menerima,** |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | | **( )** |
|  |  | | | | |  |
|  |  | | | | |  |
| D. | Catatan tentang cuti / izin yang akan dijalani : | | | | | **Atasan Langsung** |
|  | BERKEBERATAN / TIDAK BERKEBERATAN \*) | | | | |  |
|  |  | | | | |  |
|  |  | | | | | **( )** |
|  |  | | | | | |
|  |  | | | | |  |
| E. | Persetujuan cuti / izin : | | | | |  |
|  | Disetujui ( ) hari kerja tidak termasuk hari libur, tanggal  **2014** | | | | |  |
|  |  | | | | | Jakarta, 2014 |
|  |  | | | | | **Kepala Uk/UB/Direksi** |
|  |  | | | | |  |
| \*). Coret yang tidak perlu | | | | | | **( )** |