|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | ANAK LAMPIRAN 1.b | | | | |
|  |  | | | PERATURAN BADAN KEPEGAWAIAN NEGARA | | | | |
|  |  | | | REPUBLIK INDONESIA | | | | |
|  |  | | | NOMOR 24 TAHUN 2017 | | | | |
|  |  | | | TENTANG | | | | |
|  |  | | | TATA CARA PEMBERIAN CUTI PEGAWAI NEGERI SIPIL | | | | |
|  |  |  | | | | |  |
|  |  |  |  | | Kendari, ${date} | | |
|  |  |  |  | | | | |
|  |  |  |  | | | Kepada | |
|  |  |  | Yth. | | | Kepala Bappeda Prov. Sultra | |
|  |  |  |  | | | di | |
|  |  |  |  | | | Kendari | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FORMULIR PERMINTAAN DAN PEMBERIAN CUTI | | | | | | | | | | | | | | | | | | | | | | |
| I. DATA PEGAWAI | | | | | | | | | | | | | | | | | | | | | | |
| Nama | | | | | | | ${name} | | | | | | | | | NIP | | | ${nip} | | | |
| Jabatan | | | | | | | ${position} | | | | | | | | | MASA KERJA | | | ${year} tahun ${month} bulan | | | |
| Unit Kerja | | | | | | | Bappeda Provinsi Sulawesi Tenggara | | | | | | | | |  | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| II. JENIS CUTI YANG DIAMBIL\*\* | | | | | | | | | | | | | | | | | | | | | | |
| 1. Cuti Tahunan | | | | | | | |  | | | | | | | | 2. Cuti Besar | | | | | |  |
| 3. Cuti Sakit | | | | | | | | √ | | | | | | | | 4. Cuti Melahirkan | | | | | |  |
| 5. Cuti Karena Alasan Penting | | | | | | | |  | | | | | | | | 6. Cuti diluar Tanggungan Negara | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| III. ALASAN CUTI | | | | | | | | | | | | | | | | | | | | | | |
| * ${reason} | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| IV. LAMANYA CUTI | | | | | | | | | | | | | | | | | | | | | | |
| Selama | | ${amount\_days} (hari/~~bulan/tahun~~)\* | | | | | | | | mulai tanggal | | | | ${start\_date} | | | | s/d | | ${end\_date} | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| V. CATATAN CUTI \*\*\* | | | | | | | | | | | | | | | | | | | | | | |
| 1. CUTI TAHUNAN | | | | | | | | | 1. CUTI BESAR | | | | | | | | | | | |  | |
| Tahun | | | Sisa | | Keterangan | | | | 1. CUTI SAKIT | | | | | | | | | | | |  | |
|  | | |  | |  | | | | 1. CUTI MELAHIRKAN | | | | | | | | | | | |  | |
|  | | |  | |  | | | | 1. CUTI KARENA ALASAN PENTING | | | | | | | | | | | |  | |
|  | | |  | |  | | | | 1. CUTI DI LUAR TANGGUNGAN NEGARA | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| VI. ALAMAT SELAMA MENJALANKAN CUTI | | | | | | | | | | | | | | | | | | | | | | |
| ${address} | | | | | | | | | | | | | | | | TELP. | 08114057921 | | | | | |
|  | | | | | | | | | | | | | | | | HORMAT SAYA,    (**${name}**)  NIP ${nip} | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| VII. PERTIMBANGAN ATASAN LANGSUNG\*\* | | | | | | | | | | | | | | | | | | | | | | |
| DISETUJUI | | | | PERUBAHAN\*\*\*\* | | | | | | | | DITANGGUHKAN\*\*\*\* | | | TIDAK DISETUJUI\*\*\*\* | | | | | | | |
| √ | | | |  | | | | | | | |  | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | KASUBAG. UMUM DAN KEPEGAWAIAN,  (**ITA PARAMITA, SE)**  NIP 19761031 201101 2 005 | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| VIII. KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUTI \*\* | | | | | | | | | | | | | | | | | | | | | | |
| DISETUJUI | | | | PERUBAHAN\*\*\*\* | | | | | | | | DITANGGUHKAN\*\*\*\* | | | TIDAK DISETUJUI\*\*\*\* | | | | | | | |
| √ | | | |  | | | | | | | |  | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | KEPALA BADAN,  (**J. ROBERT, ST. MT**)  NIP 19670107 199803 1 006 | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Catatan: |  | | | | | | | | | | | | | | | | | | | | | |
| \* | Coret yang tidak perlu | | | | | | | | | | | | | | | | | | | | | |
| \*\* | Pilih salah satu dengan memberi tanda centang (√) | | | | | | | | | | | | | | | | | | | | | |
| \*\*\* | diisi oleh pejabat yang menangani bidang kepegawaian sebelum PNS mengajukan cuti | | | | | | | | | | | | | | | | | | | | | |
| \*\*\*\* | Diberi tanda centang dan alasannya | | | | | | | | | | | | | | | | | | | | | |
| N | = Cuti tahun berjalan | | | | | | | | | | | | | | | | | | | | | |
| N-1 | = Sisa cuti 1 tahun sebelumnya | | | | | | | | | | | | | | | | | | | | | |
| N-2 | = Sisa cuti 2 tahun sebelumnya | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | |  | | ANAK LAMPIRAN 1.c | | | | | | | | | | |
|  | | | | | |  | | | | |  | | PERATURAN BADAN KEPEGAWAIAN NEGARA | | | | | | | | | | |
|  | | | | | |  | | | | |  | | REPUBLIK INDONESIA | | | | | | | | | | |
|  | | | | | |  | | | | |  | | NOMOR 24 TAHUN 2017 | | | | | | | | | | |
|  | | | | | |  | | | | |  | | TENTANG | | | | | | | | | | |
|  | | | | | |  | | | | |  | | TATA CARA PEMBERIAN CUTI PEGAWAI NEGERI SIPIL | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | | | Kendari, ${date} |
|  | | | | | | | | |
| IZIN SEMENTARA PELAKSANAAN ${type\_leave}  NOMOR : 800.1.11.5/ | | | | | | | | |
|  | | | | | | | | |
| 1. | Diberikan izin sementara untuk melaksanakan cuti tahunan kepada Pegawai Negeri Sipil : | | | | | | | |
|  | Nama | | | : | **${name}** | | | |
|  | NIP | | | : | ${nip} | | | |
|  | Pangkat/Gol. Ruang | | | : | ${rank} | | | |
|  | Jabatan | | | : | ${position} | | | |
|  | Unit Kerja | | | : | Bappeda Prov. Sultra | | | |
|  |  | | |  |  | |  | |
|  | Selama ${amount\_days} Hari pada tanggal ${start\_date} sampai dengan ${end\_date}, dengan ketentuan sebagai berikut : | | | | | | | |
|  | a. | Sebelum menjalankan cuti tahunan, wajib menyerahkan pekerjaannya kepada atasan langsungnya atau pejabat lain yang ditunjuk. | | | | | | |
|  | b. | Setelah selesai menjalankan tahunan, wajib melaporkan diri kepada atasan langsungnya dan bekerja kembali sebagaimana biasa. | | | | | | |
|  |  |  | | |  | |  | |
| 2. | Demikian cuti tahunan ini dibuat untuk dapat digunakan sebagaimana mestinya. | | | | | | | |
|  |  |  | | |  | KEPALA BADAN, | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  | **J. ROBERT, ST. MT.**  NIP. 19670107 199803 1 006 | | |
|  |  |  | | |  | Pembina Utama Muda, Gol. IV/c | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
| TEMBUSAN: | | | | |  |  | | |
| 1. | Kepala Badan Kepegawaian Daerah (BKD) Prov. Sultra di Kendari; | | | | | | | |
| 2. | Inspektur Prov. Sultra di Kendari; | | | | | | | |
| 3. | Pegawai yang bersangkutan; | | | | | | | |
|  |  | | | | | | | |