Lampiran II : Surat Edaran SEKRETARIS MAHKAMAH AGUNG

REPUBLIK INDONESIA NOMOR: 13 TAHUN 2019

Banyuwangi, ${tanggal\_surat}

Kepada

Yth. Ketua Pengadilan Agama Banyuwangi

di Banyuwangi

**FORMULIR PERMINTAAN DAN PEMBERIAN CUTI**

Nomor: ${nomor\_surat}

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| 1. **DATA PEGAWAI** | | | |
| Nama | **${nama\_pegawai}** | NIP | ${nip\_pegawai} |
| Jabatan | ${jabatan} | Gol. Ruang | ${pangkat}${golongan} |
| Unit Kerja | Pengadilan Agama Banyuwangi | Masa Kerja | ${masa\_kerja} |

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| **JENIS CUTI YANG DIAMBIL** | | **Paraf Petugas** |  | |
| 1. Cuti Tahunan | ${ct} | 1. Cuti Besar | ${cb} |
| 1. Cuti Sakit | ${cs} |  | 1. Cuti Melahirkan | ${cm} |
| 1. Cuti Karena Alasan Penting | ${cap} | 1. Cuti di Luar Tanggungan Negara | - |

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

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| 1. **LAMANYA CUTI** | | | | | |
| Selama | ${lama\_hari} Hari | mulai tanggal | ${tanggal\_awal} | s.d. | ${tanggal\_akhir} |

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| 1. **CATATAN CUTI** | | | | |
| 1. CUTI TAHUNAN | | | 1. CUTI BESAR | ${j\_cb} hari |
| Tahun | Sisa | Keterangan | 1. CUTI SAKIT | ${j\_cs} hari |
| ${y0} | ${th3} Hari | - | 1. CUTI MELAHIRKAN | ${j\_cm} hari |
| ${y1} | ${th2} Hari | - | 1. CUTI KARENA ALASAN PENTING | ${j\_cap} hari |
| ${y2} | ${th1} Hari | - | 1. CUTI DI LUAR TANGGUNGAN NEGARA | - hari |

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

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| 1. **PERTIMBANGAN ATASAN LANGSUNG** | | | |
| DISETUJUI | PERUBAHAN | DITANGGUHKAN | TIDAK DISETUJUI |
|  |  |  |  |
|  |  | ${jabatan\_atasan}  **${atasan}**  NIP. ${nip\_atasan} | |

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| 1. **KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUTI** | | | |
| DISETUJUI | PERUBAHAN | DITANGGUHKAN | TIDAK DISETUJUI |
|  |  |  |  |
|  |  | Ketua,  **${ketua}**  NIP. ${nip\_ketua} | |