|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FORMULIR PENGAJUAN CUTI** | | | | | | | |
| **DATA PEGAWAI** | | | | | | | |
| **Nama** | | **:** |  | | | | |
| **No. ID** | | **:** |  | | | | |
| **Jabatan** | | **:** |  | | | | |
| **Bagian / Unit** | | **:** |  | | | | |
| **No. HandPhone** | | **:** |  | | | | |
|  | | | | | | | |
| **JENIS CUTI** | | | | **PERIODE CUTI** | | | |
|  | **Cuti Tahunan** | | | **Diajukan Tanggal** | | **:** |  |
|  | **Cuti Lembur** | | | **TMT** | | **:** |  |
|  | **Cuti Sakit / Melahirkan** | | | **Lama Cuti** | | **:** |  |
|  | **Cuti Lainnya** | | | **Tanggal Masuk** | | **:** |  |
|  | | | | | | | |
| **KETERANGAN/ALASAN** | | | | | | | |
| 1. |  | | | | | | |
| 2. |  | | | | | | |
| 3. |  | | | | | | |
|  |  | | | | | | |
| **CATATAN LAINNYA** | | | | | | | |
| 1. |  | | | | | | |
| 2. |  | | | | | | |
| 3. |  | | | | | | |
|  | | | | | | | |
| **PELIMPAHAN TUGAS DAN WEWENANG KEPADA** | | | | | | | |
| **Nama** | | **:** |  | | | | |
| **No. ID** | | **:** |  | | | | |
| **Jabatan** | | **:** |  | | | | |
| **DIAJUKAN OLEH,** | | | | | **DISETUJUI OLEH,** | | |
| **Nama Kota, tanggal**  **Nama**  **Jabatan** | | | | | **Nama Kota, tanggal**  **Nama**  **Jabatan** | | |