Lampung Selatan, ……………………….

Yth. Kepala Biro Akademik, Perencanaan, dan Umum

Institut Teknologi Sumatera

di -

Lampung Selatan

**FORMULIR PERMINTAAN DAN PEMBERIAN CUTI**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. DATA PEGAWAI | | | |
| Nama |  | NIP/NRK |  |
| Jabatan |  | Masa Kerja |  |
| Unit Kerja |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. JENIS CUTI YANG DIAMBIL \*\* | | | |
| 1. Cuti Tahunan |  | 1. Cuti Besar |  |
| 1. Cuti Sakit |  | 1. Cuti Melahirkan |  |
| 1. Cuti Karena Alasan Penting |  | 1. Cuti di Luar Tanggungan Negara |  |

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| 1. ALASAN CUTI |
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| --- | --- | --- | --- | --- | --- |
| 1. LAMANYA CUTI | | | | | |
| Selama | (hari/bulan/tahun)\* | Mulai tanggal |  | s/d |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. CATATAN CUTI \*\*\* / JUMLAH CUTI YANG MASIH DI MILIKI TAHUN INI : .............. | | | | | | | | |
| 1. CUTI TAHUNAN | | | | 1. CUTI BESAR | | | |  |
| Tahun | Sisa | Keterangan | | 1. CUTI SAKIT | | | |  |
| N-2 |  |  | | 1. CUTI MELAHIRKAN | | | |  |
| N-1 |  |  | | 1. CUTI KARENA ALASAN PENTING | | | |  |
| N |  |  | | 1. CUTI DI LUAR TANGGUNGAN NEGARA | | | |  |
| 1. ALAMAT SELAMA MENJALANKAN CUTI | | | | | | | | |
|  | | | | | | TELP |  | |
|  | | | | | | Hormat saya,    (……………………………)  NIP. | | |
| 1. PERTIMBANGAN ATASAN LANGSUNG \*\* | | | | | | | | |
| DISETUJUI | | | PERUBAHAN \*\*\*\* | | DITANGGUHKAN \*\*\*\* | | TIDAK DISETUJUI \*\*\*\* | |
| (Atasan langsung)  (..............................................)  NIP. ......................................... | | | | | | | | |

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| 1. KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUTI \*\* | | | |
| DISETUJUI | PERUBAHAN \*\*\*\* | DITANGGUHKAN \*\*\*\* | TIDAK DISETUJUI \*\*\*\* |
| (Atasan Atasan Langsung)    (..............................................)  NIP. ......................................... | | | |