Lampung Selatan,

Kepada

Yth. Kepala Bagian Umum dan Keuangan

Institut Teknologi Sumatera

di

Lampung Selatan

FORMULIR PERMINTAAN DAN PEMBERIAN CUTI

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| 1. DATA PEGAWAI | | | | | | | | | | | | | | | | | | | |
| Nama | | |  | | | | | | | 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 | | | | | | | |  |
| 1. ALASAN CUTI | | | | | | | | | | | | | | | | | | | |
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| 1. LAMANYA CUTI | | | | | | | | | | | | | | | | | | | |
| Selama | | Hari | | | | | | Mulai tanggal | | | |  | | | | s/d |  | | |
| 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, | | | | | | |
| 1. PERTIMBANGAN ATASAN LANGSUNG \*\* | | | | | | | | | | | | | | | | | | | |
| DISETUJUI | | | | | PERUBAHAN \*\*\*\* | | | | DITANGGUHKAN \*\*\*\* | | | | | | TIDAK DISETUJUI \*\*\*\* | | | | |
| Wakil Dekan Bidang Keuangan dan Umum  Fakultas Sains  (Apt. Dirga, S.Farm., M.Sc.)  NIP. 198906112022031009 | | | | | | | | | | | | | | | | | | | |
| 1. KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUTI \*\* | | | | | | | | | | | | | | | | | | | |
| DISETUJUI | | | | | PERUBAHAN \*\*\*\* | | | | DITANGGUHKAN \*\*\*\* | | | | | | TIDAK DISETUJUI \*\*\*\* | | | | |
| (..............................................)  NIP. ......................................... | | | | | | | | | | | | | | | | | | | |

Lampiran Form Cuti Fakultas Sains

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| Pekerjaan yang ditinggalkan | Pengganti | Paraf Pengganti |
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