

Tanggal diajukan/
Date Submitted

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D D		M M		Y Y	

RR1 & RR2 = Break Leave
 MID = Mid Leave
 AL = Annual Leave

SN.SAP :

3339

POH :

SAMARINDA

TGL PERMANEN PTTU
Date of Permanent
NAMA KARYAWAN
Employee's name

November 13, 1996
 EDDY PURWANTO

JABATAN / Title

MASTER TECHNICIAN

ALAMAT CUTI
Address during leave

SAMARINDA

STATUS DI LOKASI KERJA
On site status

SINGLE FAMILY

TGL. BERTUGAS DI TBHD
Date assigned in TBHD

1-Jun-13

BUSINESS UNIT

COC MMA

WORK SCHEDULE

ROSTER STEADY DAY

DEPT. / SECTION

SERVICE

TELEPHONE

085238397821

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO
CUTI YANG LALU Previous Leave	Cuti / Leave	BL	5	5-Nov-18
	Tambahan / Additional	Day Off		
		As stated in PP XVI chapter 74		
	Libur Umum / Public Holidays			

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO
CUTI UNTUK Leave for	Cuti / Leave	AL	9	17-Dec-18
	Tambahan / Additional	Day Off		
		As stated in PP XVI chapter 74		
	Libur Umum / Public Holidays	1	25-Dec-18	25-Dec-18

DEPARTURE AND RETURN DATE

TANGGAL / DATE	DARI / FROM	KE / TO	PENERBANGAN / FLIGHT
	MATARAM	BALIKPAPAN	PAGI
	BALIKPAPAN	MATARAM	SIANG

SUBMITTED BY

Employee **EDDY PURWANTO**

CHECKED BY

TGL. BERANGKAT Departure Date	17-Dec-18	TANGGAL KEMBALI Return Date	28-Dec-18
TGL. MULAI KERJA Resume on Duty	31-Dec-18	JUMLAH HARI Total Days	10 HARI KERJA
HRD	Name :	Signature :	DATE :

APPROVALS

Superior Name SUPRIYANTO	Superior Signature 	Dept. Head Name SANTO NAMBUN	Dept. Head Signature
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BULAN / MONTH = DE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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BULAN / MONTH =

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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