

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 :

6399

POH :

Semarang

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

February 1, 2004  
Yunanto Sigit Nugroho

STATUS DI LOKASI KERJA  
On site status

SINGLE FAMILY

TGL. BERTUGAS DI TBHD  
Date assigned in TBHD

01-Jan-21

BUSINESS UNIT :

CRC/COC MMA

JABATAN / Title

Service Manager

WORK SCHEDULE

ROSTER STEADY DAY

ALAMAT CUTI

Address during leave

Jl. H. Samanudin No.12  
Trayeman - Slawi, Kab.  
Tegal, Jateng

DEPT. / SECTION :

Service

TELEPHONE :

08114911482

HARUS DIISI / Do not leave it blank			DAYS	FROM	TO
CUTI YANG LALU Previous Leave	Cuti / Leave	RR1 / RR2 / MID / AL	5	25-Apr-22	29-Apr-22
	Tambahkan / 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	RR1 / RR2 / MID / AL	10	13-Jun-22	24-Jun-22
	Tambahkan / Additional	Day Off			
		As stated in PP XVI chapter 74			
		Libur Umum / Public Holidays	3	27-Jun-22	29-Jun-22

**DEPARTURE AND RETURN DATE**

TANGGAL / DATE	DARI / FROM	KE / TO	PENERBANGAN / FLIGHT
16-Jun-22	Lombok	Jayapura	
28-Jun-22	Jayapura	Lombok	

**SUBMITTED BY**

Employee Name : Yunanto Sigit Nugroho

**CHECKED BY**

TGL. BERANGKAT Departure Date		TANGGAL KEMBALI Return Date	
TGL. MULAI KERJA Resume on Duty		JUMLAH HARI Total Days	
HRD	Name :	Signature :	DATE :

**APPROVALS**

Superior Name	Superior Signature	Dept. Head Name <b>Santoni Tambun</b>	Dept. Head Signature
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BULAN / MONTH = Jun-22

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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