

Tanggal diajukan/
Date Submitted:
D D M M Y Y

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

SN.SAP : POH :

TGL PERMANEN PTTU
Date of Permanent:

NAMA KARYAWAN
Employee's name:

JABATAN / Title:

ALAMAT CUTI
Address during leave:

STATUS DILOKASIKERJA
On site status:

TGL BERTUGAS DI TBHD
Date assigned in TBHD:

BUSINESS UNIT:

WORK SCHEDULE:

DEPT. / SECTION:

TELEPHONE:

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO
CUTI YANG LALU Previous Leave	Cuti / Leave	RR1 / RR2 / MID / AL	12	13-Apr-23
	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	RR1 / RR2 / MID / AL/PRORATE	10	28-Sep-23
	Tambahan / Additional	Day Off	6	
		As stated in PP XVI chapter 74	3	Sisa AL 2023
		Libur Umum / Public Holidays	1	

DEPARTURE AND RETURN DATE			
TANGGAL / DATE	DARI / FROM	KE / TO	PENERBANGAN / FLIGHT
28-Sep-23	LOMBOK	JOGJAKARTA	
16-Oct-23	JOGJAKARTA	LOMBOK	

SUBMITTED BY

Employee Name:

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 SYARIZAL PTU30000986	Superior Signature 	Dept. Head Name Aris Tard Pangasa PTU30001246/04133	Dept. Head Signature
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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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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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Note :

- 28 September 2023 Libur keagamaan (Travel Lombok - Yogyakarta).
- 29 Sept , 30 Sept & 01 Oktober 2023 (Mengambil sisa hak cuti Annual 2023 masih 3 hari).
- 02 & 03 Oktober 2023 (Day Off setiap hari senin dan selasa).
- 04 - 15 Oktober 2023 (Field Break 10 hari kerja).
- 16 & 17 October 2023 Day Off (Yogyakarta – Lombok).
- 18 Oktober 2023 Kembali Bekerja.

Sisa Annual Leave 2023

 **Apply Leave**



Leave Details

Remaining Balance of Annual Leave 3
(valid to 31.12.2023)

Leave type

Select type of leave >

Select dates

 Start date  End date