



Leave Request Form

Form No. : 001/HR-TTD/PA/LR01.00.11_REV.01.1

Request No : LR/2024/02/00035844

Tanggal diajukan / Date Submitted	03 Jan 2024	Email (Superior)	MUHAMMAD.SYAFRIL@TRAKINDO.CO.ID
SN SAP/ PTFI ID	10001579 /	Email	ANANDA.N.R.P.AHMAD@TRAKINDO.CO.ID
Tanggal permanen PT, TU / Date of Permanent	-	Status di lokasi kerja / On site status	TRANSFER / SINGLE
Nama Karyawan / Name of employee	ANANDA NUR RAMADANTI PUTRI AHMAD	Tanggal bertugas di TTD / Date assigned in TTD	01 Jun 22
Telephone / HP	085242723391	Business Unit	HO TTD
Alamat Cuti / Address during Leave	BTN ASABRI	Dept / Section	FINANCE, CONTRACT MGMT & ICT
POH / POL	MAKASSAR/MAKASSAR	Status Ticket	LEAVE TRAVEL TICKET

REASON OF TRAVEL (NON COBUS)

CUTI YANG LALU

Previous Leave	Leave Type	Days	From	To	Additional Days	Days	From	To
	RR1	14	30 Oct 23	12 Nov 23	Public Holiday	0	-	-
					Others	0	-	-
Total days of Previous Leave				14	Remarks: 28-29 OCT DAY OFF			

CUTI YANG AKAN DIAMBIL

Current Leave	Leave Type	Days	From	To	Additional Days	Days	From	To
	RR2	14	05 Feb 24	18 Feb 24	Public Holiday	0	-	-
					Others	0	-	-
Total days of Current Leave				14	Remarks: 3-4 FEB DAY OFF			

LEAVE SUMMARY

Tanggal Mulai Cuti / Start Leave Date	05 Feb 24	Tanggal Berakhir Cuti / End Leave Date	18 Feb 24	Tanggal Mulai Kerja / Resume on Duty	19 Feb 24	Jumlah Hari / Total Days	14 Days
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FLIGHT DETAIL

Tanggal / Date	Dari / From	Ke / To	Remarks
05 Feb 24	TIMIKA	MAKASSAR	BERANGKAT TANGGAL 3 FEB 2024
18 Feb 24	MAKASSAR	TIMIKA	

PASSENGERS DETAIL

Pengisian Data Penumpang / Passengers Data Records			
1.	Hanya diisi oleh karyawan dengan status ticket pengambilan tiket bukan ticket claim atau tiket saving	1.	Filled by employee who has ticket status Leave Request Ticket only not for Ticket Claim or Ticket Saving
2.	Untuk tambahan penumpang hanya diisi oleh karyawan transfer dengan status membawa keluarga	2.	For additional passenger only Filled by transferred employee who has family on site status only
Dependent	Nama / Name	Tgl. Lahir/Birth Date	Keterangan / Remarks
EMPLOYEE	Ms. ANANDA AHMAD	-	

PERSON IN CHARGE DURING THE LEAVE

(STAFF LEVEL)

Saya yang bertanda tangan dibawah ini, menyatakan kesanggupan untuk menerima dan melaksanakan tugas dan tanggung jawab selama periode yang tertera dalam Form ini.

I hereby undersigned, declare the ability to accept and carry out my duties and responsibilities during the period set forth in this Form.-

Name / SN : BRENDA D. /
Title :
Signature :

APPROVALS (SECTION/DEPARTMENT)

1. Supervisor	Name :	Sign :	Date :
2. Superintendent	Name : -	Sign :	Date :
3. Department Head / GOM / GM	Name :	Sign :	Date :

CATATAN / NOTES :

CHECKED & VALIDATED BY HR

HR Coordinator / Supervisor	Name :	Sign :	Date :
CATATAN / NOTES :			

Pedoman Karyawan PTTU - Divisi Tembagapura, Papua.

1. Cuti Tahunan
Untuk seluruh karyawan/ti diatur dan mengacu kepada/sesuai dengan Peraturan Perusahaan edisi XXIII, Human Recourses Standing Instruction nomor CSHR/01_IX/2002 dan 24-7 HR Policy Amandment Minesite Incentive & Assistance table 1 Juli 2007, Standing Instruction
2. Cuti RR1 dan RR2 (bagi karyawan permanen, pindahan, status lajang), Cuti Midyear (bagi karyawan/ti permanen, pindahan, status membawa keluarga, dan juga bagi karyawan/ti local hire/setempat), diatur dan mengacu kepada Human Recourses Standing Instruction
3. Hal yang diperkenankan untuk terlambat kembali dari cuti adalah ijin untuk keperluan khusus seperti yang dicantumkan pada Peraturan Perusahaan edisi XXIII, pasal 15.
4. Keterlambatan kembali dari cuti dengan alasan yang tidak dapat dipertanggungjawabkan dianggap mangkir, dan hal seperti ini akan diatur sesuai dengan Peraturan Perusahaan edisi XXIII, pasal 16.
5. Tingkatan tindakan disiplin yang dikategorikan sebagai mangkir berdasarkan Peraturan Perusahaan dan ketentuan Undang - Undang Ketenagakerjaan yang berlaku adalah sebagai berikut :

Jenis Pelanggaran	Sangsi	Masa Berlaku
a. Mangkir 1 (satu) hari	Lisan / Counseling & Salary Deduction	3 (tiga) bulan
b. Mangkir 2 (dua) hari	Surat Peringatan Tingkat 1 & Salary Deduction	6 (enam) bulan
c. Mangkir 3 (tiga) hari	Surat Peringatan Tingkat 2 & Salary Deduction	6 (enam) bulan
d. Mangkir 4 (empat) hari	Surat Peringatan Tingkat 3 & Salary Deduction	6 (enam) bulan
e. Mangkir 5 (lima) hari	Dinyatakan Mengundurkan diri sepihak setelah dilakukan pemanggilan secara patut 2 (dua) kali berturut turut	

6. Untuk hal perubahan penerbangan, harus disampaikan kepada **atasan dan bagian ticketing 3 x 24 jam** sebelum jam keberangkatan, dan beban denda atas keterlambatan pemberitahuan ditanggung oleh karyawan/ti.
7. Perubahan penerbangan/jadwal/tujuan dapat menimbulkan personal account yang harus dibayarkan secara tunai didepan.

1. *Annual Leave.*

For all employees will arrange and follow the Company Regulation XXIII edition, Human Recourses Standing Instruction no. CSHR/01_IX/2002, Standing Instruction no.CSHR/05/01_X/SI-HR/2002, SOP Time Keeping & Attendance Regulation of Tembagapura Division and IOM Ticket Saving Assistance & Emergency Travel Assistance.

2. *RR1 and RR2 (for permanent, transfer, single status employees), Midyear Leaves (for permanent, transfer, family status employees, and also for local hire employees), will arrange and follow the Human Recourses Standing Instruction no.CSHR/01_IX/2002, SOP Time Keeping & Attendance Regulation of Tembagapura Division and IOM Ticket Saving Assistance & Emergency Travel Assistance.*
3. *No acceptance for any delay in returning back to site except special importance as said in the Company Regulation, XXIII edition, chapter 15.*
4. *Delay in returning back to site without reasonable reason will be counted as an absent, and will be treated as said in the Company Regulation, XXIII edition, chapter 16.*
5. *Diciplinary Action levels related to Absence will be proced as per Company and Government Regulation as follow :*

Type of Violation	Diciplinary Level	Validity
a. Absence 1 (one) days	Verbal / Counseling & Salary Deduction	3 (three) months
b. Absence 2 (two) days	Warning Leve1 1 & Salary Deduction	6 (six) months
c. Absence 3 (three) days	Warning Leve1 2 & Salary Deduction	6 (six) months
d. Absence 4 (four) days	Warning Leve1 3 & Salary Deduction	6 (six) months
e. Absence 5 (five) days	The entrepreneur has properly summoned him or her twice in writing, by qualify the worker/labourer as resigning.	

6. *Any cancelation of flight schedule must be informed to HRD 3 x 24 hour before departure time, and employees must pay any fine caused by belated information.*
7. *Fligth/schedule/destination change could be personal account which must to paid cash in advance.*

Pernyataan / Agreement.

Saya yang bertandatangan dibawah ini, mengajukan cuti seperti disebutkan pada halaman pertama, dan saya mengerti akan peraturan cuti tersebut diatas, serta saya akan mentaati dan bersedia dikenakan sanksi apabila melanggar peraturan tersebut.

I undersign below, propose a leave as shown on the first page, and I understand about the rules as described above, and I promise to obey the rules and willing to have sanction if I break the rules.

Yang Menyatakan / Created By,

**Mengetahui / Acknowledged by,
Superior**

Date : 03 Jan 2024

Date :

Leave Request (LR) harus diterima oleh HR Dept. dalam keadaan lengkap selambatnya 60 (enam puluh) hari bagi yang keberangkatannya bukan pada Peak Season, dan selambatnya 90 (sembilan puluh) hari bagi yang keberangkatannya bertepatan dengan Peak Season.

A complete Leave Request (LR) must received by HR at least 60 (sixty) days before leaving for who will departure on Normal Season, And 90 (ninety) days for Peak Season.