

Tanggal diajukan/
Date Submitted

0	9	0	6	2	1
D	D	M	M	Y	Y

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

SN.SAP :

40313

POH :

Surabaya

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

September 1, 2015

Frendy Maikel P.

JABATAN / Title

Analyst

ALAMAT CUTI

Address during leave

Manado

STATUS DI LOKASI KERJA
On site status

SINGLE FAMILY

TGL. BERTUGAS DI TBHD
Date assigned in TBHD

01-Sep-15

BUSINESS UNIT

COE MMA

WORK SCHEDULE

ROSTER- STEADY DAY

DEPT. / SECTION

Rental

TELEPHONE

08113946111

HARUS DIISI / Do not leave it blank			DAYS	FROM	TO
CUTI YANG LALU Previous Leave	Cuti / Leave	Annual (Remaining days)			
	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	Fieldbreak I	10	19-Jul-21	30-Jul-21
	Tambahan / Additional	Day Off			
		As stated in PP XVI chapter 74			
		Libur Umum / Public Holidays			

DEPARTURE AND RETURN DATE

TANGGAL / DATE	DARI / FROM	KE / TO	PENERBANGAN / FLIGHT
05-Jul-21	Lombok	Manado	Jam 07.00 WITA
29-Jul-21	Manado	Lombok	Jam 10.50 WITA

SUBMITTED BY

Employee Name : Frendy Maikel P.

CHECKED BY

TGL. BERANGKAT Departure Date		TANGGAL KEMBALI Return Date	
TGL. MULAI KERJA Resume on Duty		JUMLAH HARI Total Days	10
HRD	Name :	Signature :	DATE :

APPROVALS

Superior Name	Superior Signature	Dept. Head Name	Dept. Head Signature
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BULAN / MONTH = Jul-21

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 = Jul-21

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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