



PERMOHONAN CUTI KARYAWAN
(On Leave Request Form)

NAMA <i>(Name)</i>	
Tgl. Mulai Bekerja <i>(Date of Joining LSPR)</i>	
Jabatan / Lokasi <i>(Position / Division)</i>	
Alamat/Telepon (Selama Cuti) <i>(Address / Phone Number while on Leave)</i>	

Jumlah Hari Cuti <i>(Total Days for Leave of Absence)</i>		Hari Kerja <i>(Week Days)</i>	Mulai Tgl. <i>(Date)</i> Sampai Tgl <i>(Date)</i>	
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Jenis Cuti <i>(Type of Leave)</i>		Cuti Tahunan <i>(Annual Leave)</i>		Cuti Sakit <i>(Medical Leave)</i>
		Cuti Tanpa Bayaran <i>(Unpaid Leave)</i>		Cuti Khusus/Lain-lain <i>(Others)</i>

Tgl. Permohonan <i>(Date of Application)</i>	
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Pemohon, <i>(Applicant)</i> (-----)
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Menyetujui (Approved by)

Atasan Langsung, <i>(Supervisor)</i> (-----)	GM/Programme Director, (-----)	Direktur: <i>(CEO)</i> (Prita Kemal Gani)
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Catatan Administrasi HRD (HR Purposes Only)

Keterangan (Remark)

Sisa Cuti Tahun Lalu <i>(Total Leave Last Year)</i>		Hari <i>(Days)</i>	
Total Cuti Tahun Ini <i>(Total Leave This Year)</i>		Hari <i>(Days)</i>	
Cuti Yang Telah Digunakan <i>(Leave That Has Been Used)</i>		Hari <i>(Days)</i>	
Sisa Cuti <i>(Remaining Leave This Year)</i>		Hari <i>(Days)</i>	

Diketahui Oleh (Acknowledge by)

Head of HRD, (-----)	Training & Dev. Manager, (-----)
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**Training & Dev. Manager for Expat Only*