



**PERMOHONAN CUTI KARYAWAN
(On Leave Request Form)**

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

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

Tgl. Permohonan (Date of Application)	
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Pemohon, (Applicant) (.....)

Menyetujui (Approved by)

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

Keterangan (Remark)

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

Diketahui Oleh (Acknowledge by)

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