|  |  |  |  |
| --- | --- | --- | --- |
| Nama | | **:** | |
| NIP | | **:** | |
| **Dokumen yang harus disiapkan sebagai syarat penerbitan surat cuti PNS:** | | | |
| **No** | **Nama Dokumen** | | **KET** |
| 1. | Surat Permohonan Cuti kepada Pimpinan Fak. | |  |
| 2. | Surat Cuti PNS | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

\*)Masing-masing rangkap 2 dan dilegalisir di subag kepegawaian.