

UNIVERSITAS NEGERI SURABAYA



UNESA
Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) APPLICATION FOR EMPLOYEE LEAVE

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Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

APPLICATION FOR EMPLOYEE LEAVE

1. GOAL

This procedure is intended as a guideline for processing employee leave applications for both educators and other educational staff at the State University of Surabaya.

2. SCOPE

This procedure explains the implementation of the management of employee leave proposals (educators and education staff) starting from the request for leave to submitting the leave letter.

3. REFERENCES

- 3.1. ASN Law no. 5 of 2014 concerning ASN
- 3.2. PP N0.11 of 2017 concerning ASN Management
- 3.3. BKN Regulation No. 24 of 2017 concerning procedures for granting civil servant leave
- 3.4. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. Leave is a temporary cessation of work for certain reasons and in accordance with applicable regulations.
- 4.2. Employees are educators and education personnel

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5. GENERAL REQUIREMENT

- 5.1. The issuance of a Leave Letter that has been signed by the Head of the General and Finance Bureau
- 5.2. The types of leave consist of:
 - a. Annual leave
 - b. Big Leave
 - c. Sick leave
 - d. Maternity leave
 - e. Leave for Important Reasons
 - f. Mass leave
 - g. Leave Outside the State

6. PROCEDURE DESCRIPTION

- 6.1. In accordance with the re-registration / registration period set by UNESA, all students, both new and old students, are required to register and pay UKT

7. RELATED DOCUMENTS / FILES

- 7.1. Leave letter
- 7.2. Leave Recapitulation
- 7.3. Leave Card

8. NOTES OF REVISION

- 8.1. RE V.0, 25 October 2012: Document starts from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Change of title, additional references and definitions
- 8.3. REV.02, March 6, 2020, references, names and titles, process flow, List of records, conditions, files

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