

# UNIVERSITAS NEGERI SURABAYA



Universitas Negeri Surabaya

## STANDARD OPERATING PROCEDURE (SOP) APPLICATION FOR EMPLOYEE LEAVE

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Checked by:		Prepared by:	
			
Drs. Eko Pamudji, S.Pd., M.M. Official Reg. No. 196209111982021002		Moch. Ali Sidik, S.Sos., M.Si. Official Reg. No. 196806281993031002	Dra. Siti Norwahyuni, S.T., M.Pd. Official Reg. No. 196709071993032001
Head of Law & Personnel		Head of Sub-division of Educators	Head of Subdivision of Education Staff
Approved by:		Acknowledged by:	
			
Suprpto, S.Pd., M.T. Official Reg. No. 196904021994031002		Drs. Budiarmo, S.H., M.M. Official Reg. No. 196005131980101002	Prof. Dr. Mega Teguh B, M.Pd. Official Reg. No. 195212241980031008
Vice Rector for General Affairs & Finance		Personnel Affairs Bureau	Head of Quality Assurance Center



Universitas Negeri Surabaya

# UNIVERSITAS NEGERI SURABAYA

## QUALITY PROCEDURE

### APPLICATION FOR EMPLOYEE LEAVE

#### 1. PURPOSE

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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