

Analysis of Procedures for Submitting Employee Leave at the Belawan Main Harbormaster Office

Sinta Juliana¹, Dina Octavia²

^{1,2} Sekolah Tinggi Ilmu Manajemen Sukma

Jl. Sakti Lubis, Siti Rejo I, Kec. Medan Kota, Kota Medan, Sumatera Utara 20219

Email: julianasinta64@gmail.com, dina11oktober@gmail.com

ABSTRACT

The Belawan Main Kesyahbandaran Office is a Technical Implementation Unit under the Directorate General of Sea Transportation, Ministry of Transportation which has duties in accordance with the Minister of Transportation Regulation Number PM 34 of 2012 concerning Organization and Work Procedures of the Belawan Main Kesyahbandaran Office which has the task of carrying out supervision and law enforcement in the field of shipping safety and security, as well as coordinating government activities at the port. In this study the authors analyzed the Leave Submission Procedure at the Belawan Main Kesyahbandaran Office directly, using several methods to obtain data from the office such as conducting interviews and observations. In taking leave, employees of the Belawan Main Kesyahbandaran Office must comply with the applicable flow or procedure and also the Operational Standards. In addition, there are also several obstacles in applying for employee leave which can cause leave applications not to be ACC by superiors / leaders.

Keywords: *Employee leave, harbormaster's office, procedures for filing*

Introduction

In general, humans have limited ability, strength and memory. and these limitations are relatively different for each person, which is caused by several factors, namely age, gender, habits and physique. There are several similarities in terms of the size of working hours in general, one of which is that a person cannot work continuously because this work is measured by the level of human physical ability [1], [2]. Therefore in organizational bodies an employee in carrying out his duties, can rest for a while. When a person feels stress due to his work, it can certainly have consequences such as decreased creativity, memory is no longer sharp, and other problems arise . Therefore, leave is very important because it can help reduce stress levels for employees. In addition, working after the holidays can also make employees more energized, so that they can provide better and more productive work results [3].

Leave is a condition in which employees cannot go to work as they should and have been permitted within a certain period of time, in the interests of employees and to ensure the physical and spiritual health of employees [4], [5]. And permits for employee leave have also been regulated, according to the attachment to the regulations of the Republic of Indonesia State Civil Service Agency Number 24 of 2017 concerning procedures for granting Civil State Employees (PNS) leave, civil servant leave is given by staffing supervisor officials, who can be delegated authority to officials in their environment [6]–[9]. In submitting and taking leave, an employee who is applying for leave can adjust his circumstances in taking the type of leave taken. Even so, in applying for leave, an employee who applies for a leave permit must comply with the time allotted, and must also be in accordance with the employee's condition and the type of leave. So that in taking this leave there is no vacancy in the position held by the employee, and the implementation of tasks is not hampered because it is taken over by another employee [10] [11], [12].

Belawan Main Harbormaster Office Is an implementation unit of the Technical implementation unit under the Directorate General of Sea Transportation, Ministry of Transportation which has duties according to the Minister of Transportation regulation Number PM 34 of 2012 concerning the organization and work procedures of the Belawan Main Harbormaster Office has the task of carrying out supervision and law enforcement in the field of safety and shipping security, as well as coordination of government activities at the port [13], [14][15], [16].

Research Methods

This research was conducted at the Belawan Main Harbormaster Office which is located at JL. Veterans No. 214 Belawan I Medan City of Belawan which will be held on 08 August 2022 to 31 January 2023.

The type of data used in this study is secondary data, in the form of company documentation, reference books both owned by themselves and from library books and also data obtained through internet media. Sources of data used in this study come from internal data and from external research objects. Collecting data in the implementation of this research using observation, interviews, and library research.

The analytical method used is a qualitative approach. The qualitative research method used is based on the philosophy of postpositivism, namely to examine the condition of natural objects, where the researcher is the key instrument. Sampling of data sources was carried out purposively and snowball, data collection techniques were triangulation (combined), data analysis was inductive/qualitative in nature, and the results of qualitative research emphasized meaning rather than generalization. The object used in accordance with the purpose of this study is the Analysis of Procedures for Submitting Leave at the Belawan Main Harbormaster's Office. In accordance with the predetermined approach, in particular the stages of the research also apply methods, tools and techniques qualitatively, as shown by the procedures in the research.

Results and Discussion

Belawan Main Harbormaster Office Job Description

The Belawan Main Harbormaster Office has several task arrangements including the following:

- 1) The administration section has the task of carrying out planning, financial, staffing and general affairs, law and public relations as well as reporting within the Belawan main harbor office. the administration section consists of 2 (two) sections, namely the planning and finance sub-section and the general and public relations sub-section .
- 2) The field of legal status and ship certification has the task of carrying out inspection, testing and certification of ship safety, prevention of pollution from ships and management of ship safety, as well as determining the legal status of ships. The field of legal status and ship certification consists of several sections including the section on legal status of ships, the section on ship safety certification, and the section on pollution prevention and ship safety management certification.
- 3) The certification section for pollution prevention and ship safety management has the task of carrying out inspections, equipment testing, verification, preparation of materials for issuing safety management and pollution prevention certificates from ships, tank cleaning and pollution compensation protection.

Sailing Safety Field

The Sailing Safety Sector has the task of carrying out orderly supervision of ship traffic in harbor waters and shipping lanes, guiding and delaying ships and issuing sailing approval letters. The Sailing Safety Sector consists of several sections, namely the Seafaring Section, the Port Order Section, and the Sailing Order Section.

Division of Security, Patrol and Investigation

The Guard, Patrol and Investigation Division has the task of carrying out supervision of shipping safety and security related to the loading and unloading of dangerous goods, special goods for refueling, hazardous and toxic waste (B3), orderly embarkation and debarkation of passengers, construction of port facilities, dredging and reclamation, loading and unloading activities in port waters, salvage and underwater works, implementation of search and rescue assistance, (search and rescue/SAR) control and coordination of pollution control and fire fighting at ports, supervision of the implementation of maritime environmental protection, inspection and verification of security systems ships and port facilities (International Ship and port Facility Security Code/ISPS-Code), preliminary examination of ship accidents, law enforcement in the field of shipping safety and security as well as coordination of government activities at ports related to the implementation of supervision and law enforcement in the field of safety and security sail. The Guard, Patrol and Investigation Division consists of several sections, namely the guard section, the patrol section, and the safety and investigation support section.

The implementation of leave in an office is addressed to all employees within the scope of the office so that the regulations set by the office can be obeyed and obeyed so that employees can work with a full sense of responsibility in order to achieve the success of office goals. The procedures for granting civil servant leave have been regulated by the BKN (State Civil Service Agency), namely, that to ensure uniformity and orderly administration in granting civil servant leave and to implement the provisions of article 341 of government regulation Number 11 of 2017 concerning the management of Civil Servants, the procedures for granting leave for civil servants need to be stipulated by the regulations of the State Civil Service Agency [6].

There are several ways and rules for applying for leave at the Belawan Main Harbormaster Office. In taking leave, employees of the Belawan Main Harbormaster Office must comply with the flow or procedure

that applies, employees who will apply for leave must go through several stages and existing regulations, such as, (1) Employees must first fill out a leave application form. (2) The Administrative Section will evaluate the remaining leave entitlements. (3) The Administrative Section manages the employee's leave application file concerned to seek approval from the leadership of each Section Head/Sector Head. (4) The Administrative Section makes a permit to apply for leave and submits a letter of application for leave to the employee concerned if the leave application has been approved. (5) after taking leave, the employee concerned must report to his superiors.

Submission of requests for employee leave is not always approved by the leadership or section head, there are several things that can become obstacles in submitting requests for employee leave such as, (1) if the application for leave has been verified through the number of leaves that can be taken as stipulated in the regulations of the State Civil Service Agency, then the application Leave cannot be processed. (2) if the leave application form does not have the signature of the approval from the direct superior, then the leave application cannot be processed. (3) there was an error in writing the request for leave application or there was an error in writing the form. (4) the files to be submitted are incomplete. (5) the quota or right to tweet has been used up. (6) there is no one to replace work if the employee concerned takes leave. (7) certain moments that involve many employees, such as important events that must be attended by all office employees.

Employee Leave Implementation Flow

The employee leave submission flowchart can be described as follows:

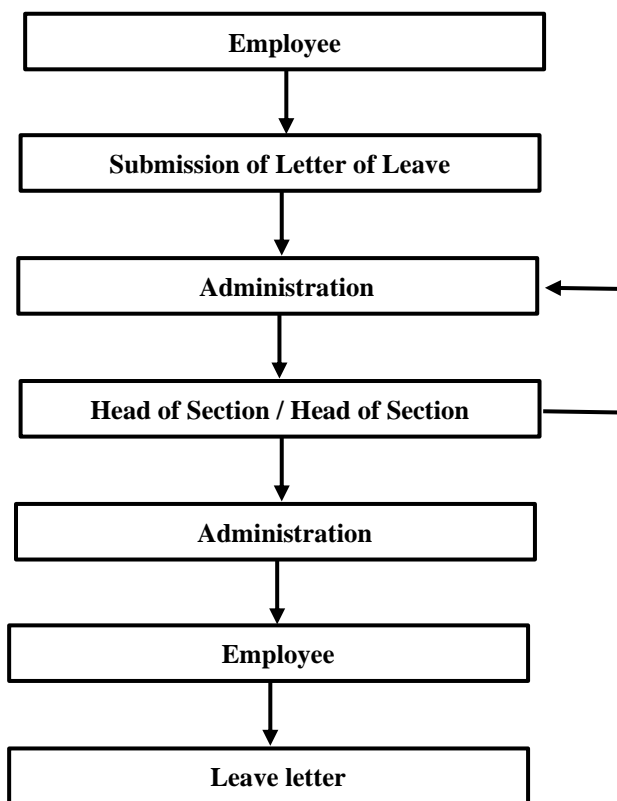


Figure 1. Flow of implementation of employee leave submissions

In taking leave for employees of the Belawan Main Harbormaster Office, it must be in accordance with the flow or procedure that applies as in the part of the flow for applying for leave in the picture above, so that the stages in the process of applying for leave can be explained by employees who want to take leave. The following is an explanation of applying for employee leave at the Belawan Main Kesyahbandaran office:

- 1) The employee first fills out the leave application form.
- 2) The administration section will evaluate the remaining leave entitlements.
- 3) The Administrative Section manages the file for applying for leave of the employee concerned to seek approval from the leadership of each Head of Section/Head of Division.
- 4) The Administrative Section makes a leave application permit and submits a leave application approval letter to the employee concerned if the leave application has been approved.
- 5) After taking leave, the employee concerned must report to his superior

Submission of requests for employee leave is not always approved by the leadership of each employee. There are several things that become obstacles in the process of applying for leave to employees, including as shown in the following SOP (Operational Standard) letter image:



| | | |
|--|---|--|
|  <p>SOP KANTOR KESYAHBANDARAN UTAMA BELAWAN</p> | Nomor SOP : 044 / SOP / SYH BELW 2022 Tgl. Disahkan : 09 September 2019 Tgl. Revisi : 03 Maret 2022 Tgl. Di berlakukannya : 03 Maret 2022 disahkan oleh : |  <p>KEPALA KANTOR KESYAHBANDARAN UTAMA BELAWAN Capt. JHONNY LUNGGU SILALAQ, M.H. Pembina Utama Muda (P/2) NIP. 19640924 199803 3 001</p> |
| | PERGAJUAN CUTI | |
| Dasar Hukum: 1. Peraturan Badan Kepegawainan Negara Nomor 24 Tahun 2017 tentang tata cara pemberian cuti Pegawai Negeri Sipil. 2. Peraturan Menteri Perhubungan Nomor PM 29 Tahun 2020 Perubahan Atas Peraturan Menteri Perhubungan Nomor PM 90 Tahun 2014 Tentang Hari Dan Jam Kerja Di Lingkungan Kementerian Perhubungan | Cara Mengatasi: 1. Memberi informasi tentang jumlah penggunaan cuti yang telah dipakai oleh seluruh pegawai di masing kantor. 2. Mengembalikan surat pengajuan dan memberi arahan untuk melengkapi surat tersebut dengan tanda tangan persetujuan oleh atasan. | |
| Keterkaitan: 1. SOP Surat Masuk. 2. SOP Surat Keluar. 3. SOP Pengarsipan. | Peralatan / Perlengkapan: 1. Kertas. 2. Scanner. 3. ATK. 4. Komputer / Printer. | |
| Peringatan: 1. Jika pengajuan cuti setelah diverifikasi melebihi jumlah cuti yang dapat diambil sebagaimana diatur dalam Peraturan Badan Kepegawainan Negara, maka pengajuan cuti tidak dapat diproses. 2. Jika formulir pengajuan cuti tidak terdapat tanda tangan persetujuan dari atasan langsung, maka pengajuan cuti tidak dapat diproses. | | |

Figure 2. SOP (operational standard) letter

- 1) If the application for leave after being verified exceeds the number of leaves that can be taken as stipulated in the regulations of the State Civil Service Agency, then the application for leave cannot be processed.
- 2) If the leave application form does not have the signature of the approval from the direct supervisor, then the leave application cannot be processed.
- 3) There was an error in writing the request for leave or there was an error in writing the form.
- 4) The file to be submitted is incomplete.
- 5) Allotment or leave entitlement has been used up.
- 6) There is no one to replace work if the employee concerned takes leave.
- 7) Certain moments that require / involve many employees.

Employee Leave Recording

Recording employee leave really needs to be implemented so that leaders can know clearly what is the reason for employees to take their leave. In addition, the recording of employee leave must also be managed properly so that mass leave does not occur with other employees who will also take leave on the same day or on an adjacent day, causing performance in the office. When applying for leave, employees are usually asked to fill out a leave form or submit a leave letter. The purpose of using the leave form is to make it easier to record employee attendance. An example of the leave application form and the type of leave application can be seen in the following figure:

ANAK LAMPIRAN 1 D
 PERATURAN BADAN KEPEGAWAIAN NEGARA
 REPUBLIK INDONESIA
 NOMOR 24 TAHUN 2017
 TENTANG
 TATA CARA PEMBERIAN CUTI PECAWAI NEGERI SIPIL

Kepada
 Yth.
 di

FORMULIR PERMINTAAN DAN PEMBERIAN CUTI

| | | | | | | |
|--|-----------------------------------|--------------------------------------|---|-------|-------|-------|
| I. DATA PEGAWAI | | | | | | |
| Nama | NIP | | | | | |
| Jabatan | Masa Kerja | | | | | |
| Unit Kerja | | | | | | |
| II. JENIS CUTI YANG DIAMBIL** | | | | | | |
| 1. Cuti Tahunan | 2. Cuti Besar | | | | | |
| 3. Cuti Sakit | 4. Cuti Melahirkan | | | | | |
| 5. Cuti Karena Alasan Penting | 6. Cuti di Luar Tanggungan Negara | | | | | |
| III. ALASAN CUTI | | | | | | |
| IV. LAMANYA CUTI | | | | | | |
| Selama | (hari/bulan/tahun)* | mulai tanggal | | | | |
| V. CATATAN CUTI*** | | | | | | |
| 1. CUTI TAHUNAN | | 2. CUTI BESAR | | | | |
| Tahun | Sisa | Keterangan | | | | |
| N-2 | | | 4. CUTI MELAHIRKAN | | | |
| N-1 | | | 5. CUTI KARENA ALASAN PENTING | | | |
| N | | | 6. CUTI DI LUAR TANGGUNGAN NEGARA | | | |
| VI. ALAMAT SELAMA MELAKUKAN CUTI | | TELEP | | | | |
| | | Hormat saya, (.....) NIP. | | | | |
| VII. PERTIMBAANGAN ATASAN LANGSUNG** | | | | | | |
| DIBETULI | PERUBAHAN*** | DITANCUHKAN**** | TIDAK DIBETULI**** | | | |
| | | | Ttd. yang disertai Nama dan NIP Pejabat | | | |
| VIII. KEPUTUSAN PEJABAT YANG BERWENANG MEMBERIKAN CUTI** | | | | | | |
| DIBETULI | PERUBAHAN*** | DITANCUHKAN**** | TIDAK DIBETULI**** | | | |
| | | | Ttd. yang disertai Nama dan NIP Pejabat | | | |

Catatan:
 * Coret yang tidak perlu
 ** Pribi salah satu dengan memberi tanda centang (N)
 *** diisi oleh pejabat yang menanggapi bidang kepegawaian sebelum PNS mengajukan cuti
 **** diberi tanda centang dan alasannya...
 N = Cuti tahun berjalan
 N-1 = Sisa cuti 1 tahun sebelumnya
 N-2 = Sisa cuti 2 tahun sebelumnya

Figure 3. Employee leave submission form

Then the application for leave is recorded in the leave book where the leave book is held and managed directly by the Administration Section and the application for the leave is typed and made into a sheet of submission paper to seek approval from the leadership of each employee. If the application for leave has been approved and signed by the leadership, a leave permit will be issued, and the Administration Section will record the date, month, year and reasons for taking leave, to calculate how many times the employee has taken leave, and what type of leave just what the employee has taken. The following is the process for submitting and recording employee leave.

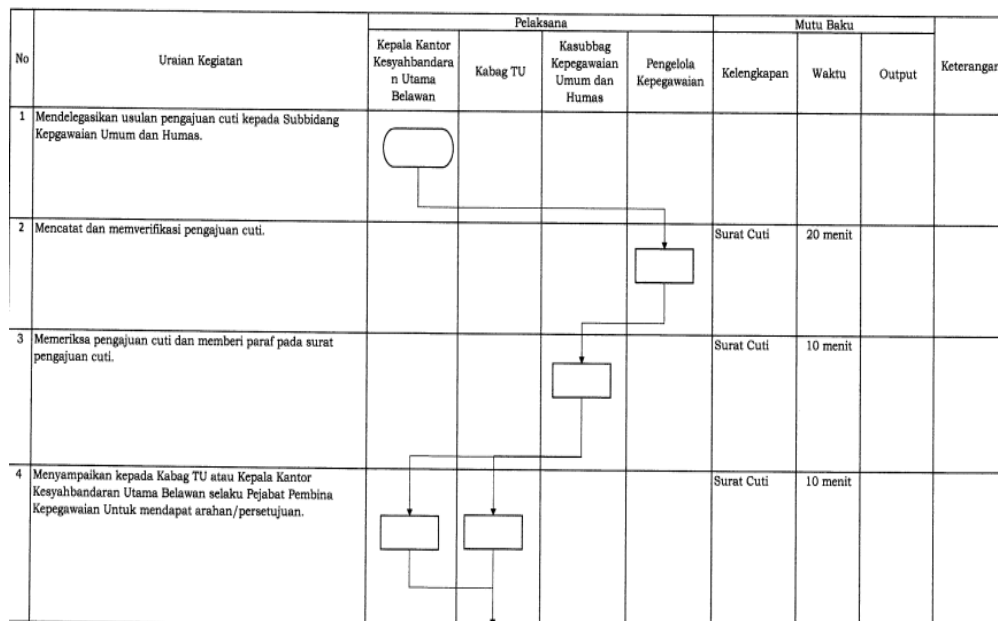


Figure 4. Process for submitting and recording employee leave


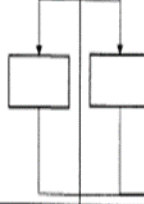

| No | Uraian Kegiatan | Pelaksana | | | | Mutu Baku | | | Keterangan |
|----|--|--|---|-------------------------------------|--|-------------------------|----------|-----------|------------|
| | | Kepala Kantor Kesyahbandaran Utama Belawan | Kabag TU | Kasubbag Kepegawaian Umum dan Humas | Pengelola Kepegawaian | Kelengkapan | Waktu | Output | |
| | | |  | | | | | | |
| 5 | Menyetujui pengajuan cuti. | |  | | | Surat Cuti | 10 menit | disposisi | |
| 6 | Menyampaikan informasi bahwa pengajuan cuti diterima kepada pegawai yang mengajukan. | | | |  | Surat cuti Disposisi | 10 menit | | |

Figure 5. Process for submitting and recording employee leave

Types of Employee Leave Deductions

BKN (State Civil Service Agency) Regulation of the Republic of Indonesia Number 24 of 2017 concerning Procedures for granting, deducting and terminating payment of employee performance benefits within the state civil service agency. In Article 8 paragraph (3) Employees who do not come to work as referred to in Article 6 paragraph two (two) letter d withholding Performance Allowances are as follows [6]:

- a. Failure to work masks without valid information is subject to a deduction of 5% (five percent) for every 1 (one) day of absence from work.
- b. Not coming to work with a valid statement, not official, and not having the right to the remaining annual leave is subject to a deduction of 4% (four percent) for every 1 (one) day of absence from work.

Article 8 paragraph (4) Employees who take leave as referred to in Article 6 paragraph (2) letter g are subject to deduction of Performance Allowances as follows:

- a. Sick leave as evidenced by a certificate known to the superior for 1 (one) day, a doctor's certificate for 2 (two) to 14 (fourteen) days is subject to a deduction of 2% (two percent) for every 1 (one) day not come to work.
- b. Maternity leave or having an abortion that is not hospitalized, is not subject to deduction of Performance Allowance for a maximum of 10 (ten) working days and for the following day is subject to a deduction of 2% (two percent) for every 1 (one) day absent from work.

Article 8 paragraph (5) Employees undergoing hospitalization as evidenced by a certificate of hospitalization from a health center, hospital or other health service unit are not subject to performance allowance deductions. Article 8 paragraph (6) for employees who are undergoing outpatient treatment after completing hospitalization for a maximum period of 10 (ten) working days, no deductions are made for the next day subject to a deduction of 2% (two percent) for every 1 (one) day not come to work. Article 8 paragraph (7) employees who are on leave due to important reasons for a maximum period of 10 (ten) working days are not deducted, for the following day they are subject to a deduction of 2% (two percent) for every 1 (one) day of absence from work . Article 8 paragraph (8) Employees who are being temporarily released from their job duties/positions due to serious disciplinary violations are subject to a 50% (fifty percent) deduction from the performance allowance paid according to the last position class. Article 8 paragraph (9) an employee who is temporarily released from a functional position due to not being able to meet the specified minimum credit score, is subject to a deduction of 50% (fifty percent) from the last class position in the functional position he is currently occupying.

Conclusion

After conducting research, the authors conclude that when taking leave, employees of the Belawan Main Harbormaster Office must comply with the applicable flow or procedure and also the Operational Standards of employees who will apply for leave must go through several stages and existing regulations. In addition, there are also several obstacles in applying for employee leave which can cause the request for leave not to be submitted to ACC by superiors/leaders.

Leave is a state of being absent from work that is permitted within a certain period of time and leave is a right that is obtained by every employee/employee and during the leave period the employee/employee who takes leave still gets the full salary from the company and is counted as an active retirement period in the future. will come.

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