**學年度 計畫專任人員請假卡**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** |  | **單位** |  | **到職日** |  | **職號** |  | **特別**  **休假** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **假別** | **事由** | **請假時日** | | | | | | **小計** | **本人**  **蓋章** | **代理人蓋章** | **累計請假（管理人簽註）** | | | | | | | | | **核章** | | **備註** |
| **自** | **年** | **月** | **日** | **星期** | **時間** | **特休** | **事** | **病** | **公** | **婚** | **產** | **喪** | **補休** | **其**  **他** | **管理人** | **單位主管**  **(計畫主持人)** |
|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |
|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |
|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |
|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |
|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |
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|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |
|  |  | **起** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **迄** |  |  |  |  |  |