**105學年度 專案計畫人員請假卡(105.08.01~106.07.31) 範例**

|  |  |  |  |  |  |  |  |  |  |
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| 姓名 | 王小明 | 單位 | 人事室福利考核組 | 職號 | RXXXXX | 到職日 | 105.06.23 | 特休假 | A 105.12.23 起~ 106.06.22 止 3 日 |
| B 106.06.23 起~ 107.06.22 止 7 日 |

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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) |
| 特  A | 特休假 | 起 | 105 | 12 | 27 | 二 | 8:00 | 2日 |  |  | A  2 |  |  |  |  |  |  |  |  |  |  |  |
| 迄 | 105 | 12 | 28 | 三 | 17:30 |
| 特  B | 特休假 | 起 | 106 | 7 | 17 | 一 | 8:00 | 3日 |  |  | B3 |  |  |  |  |  |  |  |  |  |  |  |
| 迄 | 106 | 7 | 19 | 三 | 17:30 |
|  |  | 起 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 迄 |  |  |  |  |  |
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**105學年度 專案計畫人員請假卡(105.08.01~106.07.31)**

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| 姓名 |  | 單位 |  | 職號 | RXXXXX | 到職日 | 10X.06.23 | 特休假 | A 起~ 止 日 |
| B 起~ 止 日 |

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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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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