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届出書

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| **所属**　　　　　　　　　　　部　　　　　　　　　課 | | | | | | | | | | | | | | | |
| **氏名**　　　姓　　　　　　　　　名 | | | | | | | | | | | | | | | |
| **区分** | | | | | | | | | | | | | | | |
| □　有給休暇 | | | □　欠勤 | | | | | □　休日出勤 | | | | □　私用外出 | | | |
| □　代休暇 | | | □　遅刻 | | | | | □　住所変更 | | | | □　出張 | | | |
| □　生理休暇 | | | □　早退 | | | | | □　結婚 | | | | □　出生 | | | |
| □　慶弔休暇 | | | □　特別休暇 | | | | | □　その他（　　　　　　　　　　　　） | | | | | | | |
| **期間日時** | | | | | | | | | | | | | | | |
| 令和　　年　　月　　日から　令和　　年　　月　　日まで | | | | | | | | | | | | | | | |
|  | 午前 | 時　　分から | | | |  | 午前 | | | 時　　分まで | | | |  | |
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| **事由** | | | | | | | | | | | | | | | |
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| **連絡先（不在中の連絡先、方法）** | | | | | | | | | | | | | | | |
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| **電話番号　　　　　―　　　　―** | | | | | | | | | | | | | | | |
| **備考** | | | | | | | | | | | | | | | |
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|  | | | | 承認者 |  | | | |  | |  | |  | |  |
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