届書

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| 氏名 |  | | | | |  | | | | | | | | | | | | | | |
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| 期日 | 年　　月　　日～　　　　年　　月　　日（　　　　日間） | | | | | | | | | | | | | | | | | | |  |
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| 区別 |  | 特別休暇 | |  | 特別休暇 | | |  | 慶弔休暇 | | | |  | 生理休暇 | | |  | 代休 | | |
|  | 欠勤 | |  | 遅刻 | | |  | 早退 | | | |  | 私用外出 | | |  | 出張 | | |
|  | 早出 | |  | 残業 | | |  | 直行 | | | |  | 直帰 | | |  |  | | |
| 事由 |  | | | | | | | | | | | | | | | | | | | |
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| 備考 |  | | | | | | | | | | | | | | | | | | | |
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