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| 残　業　申　請　書 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | 令和 | | | | |  | | | | 年 | | |  | | | 月 | |  | | | 日 |
| 所　属 |  | | | | | | | 氏　名 | | | | |  | | | | | | | | | | | | | | 印 |
| 下記のとおりに残業の申請をします。 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 月　日 | 令和 | |  | | | 年 | | |  | | | 月 | | |  | | | 日（ | | |  | | | | ） | | |
| 予定時間 |  | 時 | |  | | 分〜 | | |  | | 時 | | |  | | | 分（ | | |  | | | 時間 | |  | 分） | |
| 業務内容 |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申請理由 |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 承認・不承認 | 管理者承認 | | | | 管理者不承認 | | | | | 不承認の理由 | | | | | | | | | | | | | | | | | |
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| 残　業　報　告　書 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | 令和 | | | | |  | | | | 年 | |  | | | | 月 | |  | | | 日 |
| 下記のとおりに残業の実績を報告します。 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 実績時間 |  | 時 | |  | | 分〜 | | |  | | 時 | | |  | | | 分（ | | |  | | | 時間 | |  | 分） | |
| 業務内容 |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 延長理由 |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | 総務 | | | | | | 管理者 | | | | | | 担当者 | | | |
|  |  | | | | | | | | | | |  | | | | | |  | | | | | |  | | | |