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| 請假及補簽到退單(補單用) | | | | | | | | | | | | | |  | 年 |  | 月 |  | 日 |
| 姓名 |  | | | 單位 | |  | | | | | 職位 | |  | | | | | | |
| 假別 |  | | | 事由 | |  | | | | | | | | | | | | | |
| 代理人簽章 |  | 請假 日期 |  | 月 |  | 日 |  | 時至 |  | 月 |  | 日 |  | 時止共 | |  | 日 |  | 時 |
| 申請人 |  | | | 單位主管 | |  | |  | 人事室 |  | | 機關首長 | |  | | | | | |