|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 年 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 | | |  | | | | | |