様式2(第11条関係)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 休暇届出及び承認簿 | | | | | 所属名 | | |  | | | | | 氏名 | | |  | | | | | | 繰越日数 | | |  | |
| 付与日数 | | |  | |
| 決裁権者印 |  | 所属長印 | 係長印 | 本人印 | 種別 | | | 月 | 日 | 時間 | | | 日数 | 時間数 | | 整理事項 | | | | | | 年次累計 | | | | 整理印 |
| 年次 | 病気 | 特別 | 時 | 分 | 受付月日時間 | | | | 届出 | 承認 | 取数 | | | 残数 |
| 日数 | 時間数 | |
|  |  |  |  |  |  |  |  |  |  | AM　・  PM　・ | ～ | AM　・  PM　・ |  |  |  | 月 | 日 | 時 | 分 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | AM　・  PM　・ | ～ | AM　・  PM　・ |  |  |  | 月 | 日 | 時 | 分 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | AM　・  PM　・ | ～ | AM　・  PM　・ |  |  |  | 月 | 日 | 時 | 分 |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  | AM　・  PM　・ | ～ | AM　・  PM　・ |  |  |  | 月 | 日 | 時 | 分 |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  | AM　・  PM　・ | ～ | AM　・  PM　・ |  |  |  | 月 | 日 | 時 | 分 |  |  |  |  |  |  |  |