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| **Carryover of Annual Leave Request Form** |
| **Request Date\*：** |
| **Requester\*** |  | **Department\*** |  |
| **Leave Type\*** |  | **This Month Request Hours** |  |
| **This Year Request Hours** |  |
| **Carryover Period of Annual Leave** |  | **Total Hours Used Annual Leave** |  |
| **Total Hours Carryover of Annual Leave** |  |
| **Annual Leave Handling Method\*** |  |
| **Remark** |  |