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| **加班單** | | | |
| **申請日期**\***：** | | | |
| **申請人**\* |  | **申請部門**\* |  |
| **加班事由**\* |  | | |
| **加班類型**\* |  | | |
| **加班開始日期**\* |  | **加班結束日期**\* |  |
| **加班時數**\* |  | | |
| **備註** |  | | |