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| --- | --- | --- | --- | --- | --- | --- |
| **批次加班單** | | | | | | |
| **申請日期**\***：** | | | | | | |
| **申請人**\* | |  | | **申請部門**\* |  | |
| **已加班時數**\* | |  | | | | |
| **項次** | **加班開始時間**\* | | **加班結束時間**\* | **加班事由**\* | **加班類型**\* | **加班時數**\* |
|  |  | |  |  |  |  |
| **加班總時數** | | | | | |  |
| **備註** |  | | | | | |