|  |  |  |  |
| --- | --- | --- | --- |
| **特休結轉申請單** | | | |
| **申請日期\*：** | | | |
| **申請人\*** |  | **申請部門\*** |  |
| **假勤類型\*** | **特休假** | **本月已申請時數** |  |
| **本年已申請時數** |  |
| **結轉特休期間** |  | **特休已用時數** |  |
| **特休結轉時數** |  |
| **特休處理方式\*** |  | | |
| **備註** |  | | |