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| **補休申請單** | | | |
| **填寫日期**\*： | | | |
| **申請人\*** |  | **所屬部門\*** |  |
| **補休開始日期\*** |  | | |
| **補休結束日期\*** |  | | |
| **補休時數\*** |  | **是否為補單\*** |  |
| **備註** |  | | |