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| **請假單** | | | |
| **申請日期**\***：** | | | |
| **申請人**\* |  | **申請部門**\* |  |
| **代理人** |  | **代理人部門** |  |
| **請假事由**\* |  | | |
| **請假類型**\* |  | | |
| **開始日期**\* |  | **結束日期**\* |  |
| **請假時數**\* |  | | |
| **備註** |  | | |