**开发部员工休假工作交接表**

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| 姓 名 |  | 休假起止时间 |  | |
| 岗 位 |  | 项目组 |  | |
| 工作交接内容 | | | | 接手人 |
| 当前所需 交接工作内容 |  | | |  |
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| 未完成工作内容 |  | | |  |
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| 处理中工作及进度 |  | | |  |
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注：临时接手人栏不用填，由部门主管指定人员接手。