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| 加班申请表 | | | | | | | | | | |
| 申请人（部门经理或以上级别的领导） | |  | | | 所属部门 | | |  | | |
| 具体加班人员： |  | |  | | | | | | | |
| 申请加班时间 | 年 月 日 | | 申请加班时长 | | | | 小时 | | | |
| 项目名称： |  | | | | | | | | | |
| 加班内容： |  | | | | | | | |  | |
|  |  | | | | | | | |  | |
| 希望达成的目标： |  | | | | | | | |  | |
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| 加班必要性陈述： |  | | | | | | | |  | |
|  |  | | | | | | | |  | |
| 审批人意见（部门副总经理或以上级别的领导） | | | |  | | 审批时间 | | | | 年 月 日 |

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| 加班申请表 | | | | | | | | | | |
| 申请人（部门经理或以上级别的领导） | |  | | | 所属部门 | | |  | | |
| 具体加班人员： |  | |  | | | | | | | |
| 申请加班时间 | 年 月 日 | | 申请加班时长 | | | | 小时 | | | |
| 项目名称： |  | | | | | | | | | |
| 加班内容： |  | | | | | | | |  | |
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| 希望达成的目标： |  | | | | | | | |  | |
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| 加班必要性陈述： |  | | | | | | | |  | |
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| 审批人意见（部门副总经理或以上级别的领导） | | | |  | | 审批时间 | | | | 年 月 日 |