|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 附件二： |  |  |  |  |  |
| 东航金戎控股有限责任公司外部资源 | | | | | |
| 休假（外出）申请表 | | | | | |
|  | | | | | |
| 姓名 |  | 部门 |  | 工龄 |  |
| 申请假类/申请外出原因 |  | 申请日期 |  | 带薪年休假结余 |  |
| 部门领导意见： |  |  | 电商部领导意见： |  |  |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件三： |  | |  |  | | |  |  |
| 东航金戎控股有限责任公司外部资源 | | | | | | | | |
| 加班申请表 | | | | | | | | |
|  | | | | | | | | |
| 姓名 | |  | 部门 | |  | 填单日期 | |  |
| 申请日期  加班时长  （小时） | |  | 加班类型 | | * 平时 * 双休 | 结算方式 | | * 调休 |
|  | |  |  | | * 节日 |  | | □加班工资 |
| 申请加班原因： | |  | | | | | | |
| 部门领导意见： | |  |  | 电商部领导意见： | | |  |  |
|  | |  |  |  | | |  |  |