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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 請 假 單 | | | | | | | | | 已申請  日數  (B) | 應有  日數  (A) | 假別 | 事由  (詳填) | 期間 | 請假人  姓名 | 單位 | 總經理 | |  | |  | 14  日 | 事假 |  | 自 年 月 日 午 時 分起  至 年 月 日 午 時 分止 |  | 智慧能源事業部 智慧系統處 數據分析部 數據分析課 | |  | 30  日 | 病假 | | 主管 | |  | 日 | 特休 | 蓋章 |  | |  | | 中心人事員 | | | |  | | | 經理、課長 | | 職務  代理人 |  | |  | | １‧單位須先查填（Ｂ）欄日數。中途到職或離職者，其事、病假應有日數按服務月數比例折算之日數。  ２‧(Ａ│Ｂ)∥可申請日數範圍內核假，逾規定者，以「曠工」處理。  ３‧無故繼續曠工三日，或一個月內曠工達六日，或全年曠工累積達十二日者，得予解僱。  ※電腦假別代號由人事管理員填寫。 | | | 組長、分組長 | | 電腦  假別代號 | 實際時間 |  | | 日  時 | 簽章 | | ※ |  | | 分組長、站長 | |  | | 身分證字號： | | | | | 工 號： | | | | | 人資處員工關係課(廠區人資) | | | | | |  | | | | | | ✀ | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 請 假 單 | | | | | | | | | 已申請  日數  (B) | 應有  日數  (A) | 假別 | 事由  (詳填) | 期間 | 請假人  姓名 | 單位 | 總經理 | |  | |  | 14  日 | 事假 |  | 自年 月 日 午 時 分起  至 年 月 日 午 時 分止 |  | 智慧能源事業部 智慧系統處 數據分析部 數據分析課 | |  | 30  日 | 病假 | | 主管 | |  | 日 | 特休 | 蓋章 |  | |  | | 中心人事員 | | | |  | | | 經理、課長 | | 職務  代理人 |  | |  | | １‧單位須先查填（Ｂ）欄日數。中途到職或離職者，其事、病假應有日數按服務月數比例折算之日數。  ２‧(Ａ│Ｂ)∥可申請日數範圍內核假，逾規定者，以「曠工」處理。  ３‧無故繼續曠工三日，或一個月內曠工達六日，或全年曠工累積達十二日者，得予解僱。  ※電腦假別代號由人事管理員填寫。 | | | 組長、分組長 | | 電腦  假別代號 | 實際時間 |  | | 日  時 | 簽章 | | ※ |  | | 分組長、站長 | |  | | 身分證字號： | | | | | 工 號： | | | | | 人資處員工關係課(廠區人資) | | | | | |  | | | | | |