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| **Descripción: C:\Users\dospina\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\826AK4YC\3.jpg** | **SOLICITUD DE PERMISO** | **Código:** FAB-24  **Versión:** 1  **Fecha:** Julio 2013 |

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| **FECHA DE SOLICITUD** | | |
| **Año** | **Mes** | **Día** |
|  |  |  |

**Solicitud N°**      

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| **INFORMACIÓN PERSONAL** |

|  |  |
| --- | --- |
| Número de identificación |  |

Escriba todos los números

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| Tipo: |  | | | | | | | | | | | | | | | | | Expedida en: | | | | | |  | | |
| Apellido 1: | |  | | | | | | | | | Apellido 2: | | | | |  | | | | | | | | | | |
| Nombres: | |  | | | | | | | | Fecha de nacimiento (AA-MM-DD) | | | | | | | | | | | | |  | | | |
| Cargo |  | | | | | | | | | | | Dependencia | | | | | | |  | | | | | | | |
| Sede |  | | | | | | Nombre del jefe inmediato | | | | | | | |  | | | | | | | | | | | |
| Tipo de empleado | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Tipo de beneficio en tiempo | | | | |  | | | |  | | | | | | | | | | |  | | | | | | |
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| **Nota:** para acceder al beneficio de las **vacaciones escolares** se debe anexar a este formato la copia del registro civil del hijo o copia de la tarjeta de identidad.  En el caso de tener hijos con discapacidad anexar el certificado expedido por la EPS | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fecha en la que requiere el permiso | | | | | | **Fecha inicio** | | | | | | | | | | | **Fecha de terminación** | | | | | | | | | |
| **Año** | | **Mes** | | | | | **Días** | | | | **Año** | | | | | **Mes** | | | | **Día** |
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| Jornada | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Firma Jefe inmediato | | | | | | | | | | | | | | | **FECHA DE APROBACIÓN** | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | **Año** | | | | | | **Mes** | | | | **Día** | |
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