**請假表單**

**松八宿舍**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 時間 | 假別 | 小時 | 前一日體溫免量及前一日外散(或收假不在) | 當日外散(週五無外散) | 請假晨運缺席  (週二、週四) |
| *範例* | *0830-1230* | *榮* | *4* | *免* | *需* | *免* |
| *範例* | *0830-1730* | *榮* | *8* | *免* | *免* | *免* |
|  |  |  |  |  |  |  |

**松九宿舍**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 時間 | 假別 | 小時 | 前一日體溫免量及前一日外散(或收假不在) | 當日外散(週五無外散) | 請假晨運缺席  (週二、週四) |
| *範例* | *0830-1230* | *榮* | *4* | *免* | *需* | *免* |
| *範例* | *0830-1530* | *補* | *6* | *免* | *需* | *免* |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 假別 | 0830-1230(早4) | 1330-1730(晚4) | 0830-1730(全日) | 特殊時段 |
| 榮譽假 |  |  |  |  |
| 補假 |  |  |  |  |
| 公假 |  |  |  |  |