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| 休日申請書 | | | | | | | | | |
|  |  | |  |  | |  | | 処理番号 |  | |
| ※　イエローハイライト：申請者記入 | |  | | |  | |  | |  |
| ※　グリーンハイライト：管理者記入 | |  | | |  | |  | |  |
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| 申請日 |  | | | |  | |  | |  |
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| 【申請者情報】 |  | |  |  | |  | |  |  | |
| 社員番号 |  | | | |  | |  | |  |
| 氏名 |  | | | | | | 役職 | |  |
| 所属 |  | | | | | | | | |
| 電話番号 |  | | | | | | | | |
| メールアドレス |  | | | | | | | | |
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| 【申請内容】 |  | |  |  | |  | |  |  | |
| 取得開始予定: |  | | | | | | | | |
| 取得終了予定: |  | | | | | | | | |
| 休日日数: |  | | | | | | | | |
| 申請理由: |  | | | | | | | | |
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| 発生する業務 サポートと連携 |  | | | | | | | | |
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| 上長承認日 |  | | | |  | |  | |  |
| 社員番号 |  | | | |  | |  | |  |
| 氏名 |  | | | | | | 役職 | |  |
| 所属 |  | | | | | | | | |
| 電話番号 |  | | | | | | | | |
| メールアドレス |  | | | | | | | | |