职工请假情况统计表

单位： ；考勤时间： 年 月 日

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| 序号 | 姓 名 | 缺 勤 | 出差 | 备注（学院审批、学校审批） |
| 事假 | 病假 | 婚假 | 丧假 | 探亲假 | 产假 | 哺乳假 | 节育假 |  |  |
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| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |

考勤人（签名）： 分管领导：（签名）： 20 年 月 日