请假审批单

编号：

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| **姓 名** | **请 假 事 由** | | **请 假 时 间** |
|  |  | |  |
| **部门负责人**  **签字：** | | **分管院领导**  **签字：** | **常务副院长**  **签字：** |
| **销假情况：** | | | |