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| **欠勤・遅刻・早退・有給休暇・振替休日　届** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所属店名 | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 所属部署 | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 届出の内容 | | | 欠勤・遅刻・早退・年次有給休暇・振替休日　（〇をつける） | | | | | | | | | | | | | | | | | | | | | | | | |
| 提出日 | | |  | | | | | | | | | | 年 | | | |  | | | 月 | |  | | 日 | | | |
| 氏名 | | |  | | | | | | | | | | | | | | | | | | | | | 印 | | | |
| 日付 |  | | | | | | | | | | | | | | | | | 事由 | | |  | | | | | | |
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| * 部記入欄 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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