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| **基础教学学院教职工请假审批表**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 部门（单位） |  | 请假时间 | |  | | | 姓名 |  | 销假时间 | |  | | | 请假事由 |  | | | | | | 部门意见 | 教研室主任： | | 教学副院长： | | 院长： | | 分管校领导意见 |  | | | | | | 说明:  1.批准权限：三天内由部门领导批准；批准流程：教研室主任签字→教学副院长签字→院长签字。  2.如需请假三天以上，由主管校领导批准，请另外填写南通理工学院教职工请假审批表。请假手续办理后，请假人凭请假条到人事处备案。  3.病假要有医院证明。  4.未经批准擅自离岗作旷工处理。  5.请假时间要标明起讫时间。 | | | | | | |