附件1

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| **请 假 条** | | | | | | | |
| **姓 名** |  | **教研室** | |  | **职 务** | |  |
| **请假类别** |  | | **请假事项** | | |  | |
| **请假事由** |  | | | | | | |
| **请假时间** | **年 月 日至 年 月 日** | | | | | | **共计 天** |
| **审批意见** | **学院领导签字： 日期：** | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **请 假 条** | | | | | | | |
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| **请假类别** |  | | **请假事项** | | |  | |
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| **审批意见** | **学院领导签字： 日期：** | | | | | | |