

		休假申请表 Application for Leave of Absence			For HR Office Use: 1. Received on _____ 2. Serial No. _____																																																																																																																															
		第一部分 Part I 员工信息 Employee Data																																																																																																																																		
姓名 Name	部门 Div/Dept	职位 Position																																																																																																																																		
工号 ENO	入职日期 Date Joined	享有年假 Leave Entitlement	天 days																																																																																																																																	
		日DD 月MM 年YYYY																																																																																																																																		
第二部分 Part II 休假日期 Leave Period																																																																																																																																				
开始日期 From	结束日期 To	返回工作日期 Return to work on																																																																																																																																		
日DD 月MM 年YYYY	日DD 月MM 年YYYY	日DD 月MM 年YYYY																																																																																																																																		
第三部分 Part III 假期明细 Breakdown of Leave Period			第四部分 Part IV																																																																																																																																	
<input type="checkbox"/> 年假 Annual Leave (AL) 天 days <input type="checkbox"/> 探亲/探亲假 R&R (R/R) 天 days <input type="checkbox"/> 法定假日 Public Holiday (PH) 天 days <input type="checkbox"/> 公休日 Day Off (OH) 天 days <input type="checkbox"/> 补休假 Compensatory Leave (CL) 天 days (请注明加班日期 Please specify overtime worked)			请填写您休假期间的考勤记录, 并清楚列明假期的类别。 Please fill out the following attendance record during your leave period and have your department head signed to approve it. (请用符号表示 Please use the code)																																																																																																																																	
<input type="checkbox"/> 病假 Sick Leave (SL) 天 days <input type="checkbox"/> with pay <input type="checkbox"/> without pay <input type="checkbox"/> 工伤假 Leave w/ Work Injury (WI) 天 days <input type="checkbox"/> 婚假 Matrimony Leave (M) 天 days <input type="checkbox"/> 产假 Maternity Leave (M) 天 days <input type="checkbox"/> 丧假 Compassionate Leave (CS) 天 days <input type="checkbox"/> 无薪假 No Pay Leave (NP) 天 days <input type="checkbox"/> 其他假期 Other Leave (R)(请注明 Please specify) <input type="checkbox"/> with pay <input type="checkbox"/> without pay 天 days			<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="7">本月 this month</th> <th colspan="7">下个月 Next Month</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>				本月 this month							下个月 Next Month							1	2	3	4	5	6	7	1	2	3	4	5	6	7															8	9	10	11	12	13	14	8	9	10	11	12	13	14	15	16	17	18	19	20	21	15	16	17	18	19	20	21															22	23	24	25	26	27	28	22	23	24	25	26	27	28	29	30	31					29	30	31																		
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共计休假天数 Total # days taken: 天 days			1) 剩余年假天数 Balance of Annual Leave = ___ days 2) 剩余探亲/探亲假天数 Balance of R&R Leave = ___ days 3) 病假天数 Balance of Sick Leave = ___ days 4) 补休天数 Balance of Compensatory Leave = ___ days 5) 本假期可享有机票/火车票? Any air/train ticket entitlement? <input type="radio"/> 是 Yes <input type="radio"/> 否 No 6) 是否附上有关证明? Any supporting document? <input type="radio"/> 是 Yes <input type="radio"/> 否 No																																																																																																																																	
备注 Remarks (此栏由人力资源部填写 For HR Office Use Only)																																																																																																																																				
第五部分 Part V 审批 Leave Authorization																																																																																																																																				
申请人 Applicant	部门经理/部门总监 Department Manager/Division Head			人力资源部 Human Resources Division																																																																																																																																
员工签名 Signature	日期 Date	签名 Signature	日期 Date	签名 Signature	日期 Date																																																																																																																															
财务总监 Financial Controller	总经理 General Manager																																																																																																																																			
签名 Signature	日期 Date	签名 Signature	日期 Date																																																																																																																																	
** 填表须知 Notes: 1) 员工申请假期 (病假、工伤假、丧假除外) 必须最少提前两周提出申请, 并待假期批准后方可休假。 Employee should apply leaves (except sick, work injury and compassionate leaves) well in advance (minimum 2 weeks before taking leave). 2) 员工如果未获部门经理/总监及人力资源部批准休假, 私自脱岗, 将则视为旷工, 并将受到纪律处分。 Employee can only take leave once approval is granted, otherwise it will be regarded as absence from work and subject to disciplinary action. 3) 开始休假日必须从员工实际脱岗当天计算 (包括公休日或补休等), 并在第三部分清楚列明所休假的类别以便作为正式考勤记录。 Leave of absence should be counted as of the day an employee is away from work disregard he/she is on day off or compensatory leave. Staff must clearly indicate all different kinds of leave on the calendar provided in (Part III) in order to show his/her actual attendance record during leave of absence. 4) 无薪假和其他假期必须详述申请原因, 无薪假必须得到总经理批准方可休假。 Employee should specify appropriate reasons at space provided or attach a separate statement when applying for No Pay Leave and/or Other Leave. 5) 员工申请病假、婚假、工伤假等假期, 必须附上有关证明文件以便人力资源部审核。 Employee should produce original certificate or appropriate supporting documents when apply for Sick Leave, Accident Leave, Marriage, Maternity and/or Compassionate Leave. 6) “休假申请表”经批准后, 人力资源部将在第四部分填写员工剩余年假天数, 各员工必须自行保存记录以备参考。 (员工对剩余年假如有任何异议, 必须在一周内提出, 否则将视为认同本记录) Human Resources staff will fill out Part IV to indicate outstanding leave balance of the employee when returning an approved "Leave of Absence" form to concerned parties. Employee is required to keep the record for future reference and avoid checking leave balance with the Human Resources office. (An employee should raise his/her query to the Human Resources office within one week when there is discrepancy on his/her leave record otherwise record will be regarded as official)																																																																																																																																				

Material
50gsm NCR Carbon paper

Font
Arial & Bell MT

Color
PANTONE 187C

Size
210 * 297 mm