附件：

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 吉林师范大学（ 年 月）请假外出汇总表 | | | | | | | |
| 单位： | |  |  |  |  |  | |
| 序号 | 姓名 | 职称/职务 | 请假事由 | 请假时间 | 出差地点 | 审批人 | 备注 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 合计： | |  |  |  |  |  |  |
|  | 考勤领导签字： | |  | 考勤员签字： | | 填表时间： |  |