**Appendix 1: WKU APPLICATION FORM FOR LEAVE (STAFF)**

附件1：《温州肯恩大学教职员工请假单》

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| **WKU Application Form For Leave ( Staff )**  温州肯恩大学教职员工请假单 | | | | | | |
| This part is reported to Human Resources  上联报人力资源部 | | | | | | |
| Name  姓名 |  | | | Office  部门 |  | |
| Leave types请假类别 | | | | | | |
| 🞎Personal leave of absence事假 🞎Sick leave 病假 🞎Marriage Vacation婚假  🞎Maternity leave产假 🞎Paternity leave 陪产假 🞎 Bereavement leave丧假  🞎Compassionate Leave照顾性假期 🞎Training 培训或会议  🞎Probationary period extension试用期延期 🞎 On business 外出办理业务或出差  🞎Compensatory leave 调休 | | | | | | |
| Reason  请假事由 | |  | | | | |
| Duration  期限 | | | From从 To到 ，Total总天数 。 | | | |
| Signature of Office  Director/Head  部门负责人签字 | | |  | Signature of University’s  Leadership in Charge  校领导签字 | |  |
| Resumption  From Leave  销假时间 | | |  | Signature of Staff  本人签字 | |  |
| The following part goes to the custody of Office Head  下联由部门负责人存根 | | | | | | |
| Name  姓名 | | |  | Leave Type  请假类别 | |  |
| Duration  期限 | | | From从 To到 ，Total总天数 。 | | | |
| Resumption  From Leave  销假日期 | | |  | | | |