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| **金門縣畜產試驗所員工加班申請表**  104年 月 日 | | | | | | | | | | | | | |
| 單位 | 職稱 | | 姓名 | 預定加班時間 | | | | 時數 | | 地點 | 加班事由（請具體填註趕辦業務或工作） | | 備註 |
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| □加班費由 項下列支。    □加班時數以補假方式辦理。 | | | | | | | | | | | | | |
| 申請人 | | 主管課長簽核 | | | | 人事單位 | | | 主計單位 | | | 批示 | |
|  | | 擬：因業務確實需求擬同意加班。 | | | |  | | | 免會 | | |  | |

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| **金門縣畜產試驗所員工加班簽到表**  104年 月 日 | | | | | | | | | | |
| 單位 | 職稱 | 姓名 | | 實際加班時間 | | | 時數 | 加班事由 | | 加班人員  簽章 |
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