附件1：

溧阳市规划局公务出差审批单

填制日期： 年 月 日

|  |  |
| --- | --- |
| 出差人员 |  |
| 出差日期 | 自 年 月 日起至 年 月 日止（共计： 天） |
| 出差线路 |  |
| 出差事由  （出差证明单等） |  |
| 交通工具 | 城市间交通：☐单位派车 ☐自乘交通工具 ☐自备交通工具，申请人及车牌号码： ；  市内交通：☐单位派车 ☐自行解决 ☐自备交通工具。 |
| 出差用餐 | ☐有人接待 ☐自行解决 |
| 费用补贴 | 自备车交通费补贴： 元（其中汽油费： 元，过路过桥费： 元）；  市内交通费补贴： 元；伙食费补贴： 元。 |
| 科室(单位)意见 |  |
| 领导审批 | 注：一般工作人员和部门负责人出差由分管领导审批，分管领导出差由主要领导审批。 |

备注：本审批单作为考勤存查和财务报销依据，与票据、报销审批单等凭证一并入帐。

附件2：

部门非正常考勤情况月度统计表

年 月份

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 日期  时间 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 合计 | |
| 1 |  | 上午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
|  |  | 下午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 加班 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 培训 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 小计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
| 2 |  | 上午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
|  |  | 下午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 加班 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 培训 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 小计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
| 3 |  | 上午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
|  |  | 下午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 加班 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 培训 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 小计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
| 4 |  | 上午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
|  |  | 下午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 加班 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 培训 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 小计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
| 5 |  | 上午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |
|  |  | 下午 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 加班 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 培训 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 时 |
|  |  | 小计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 天 |

填写须知：加班和培训“填具体时间”；请假“☆”；旷工“×”；迟到“△”；早退“▽”。小计栏不统计加班和培训。

附件3： 请假流程图



附件4：

请假单

时间： 年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名 |  | 部门  （职务） |  | 岗位代理人 |  |
| 参加工作时间 | 年 月 日 | | | 工作年限 | 周年 |
| 请假  事由 | ☐年休假 ☐病假 ☐探亲假  ☐婚假 ☐产假 ☐丧假  ☐事假：  ☐其他： | | | | |
| 请假  期限 | 天（自 年 月 日至 年 月 日） | | | | |
| 部门  意见 |  | | | | |
| 办公室  意见 |  | | | | |
| 分管领导意见 |  | | | | |
| 主要领导意见 |  | | | | |
| 销假情况 |  | | | | |

附件5：

部门带薪年休假计划表

时间： 年 月 日

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 参加工作时间 | 应年休假天数 | 拟休假天数 | 拟休假 起止日期 | 备注 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |

部门负责人签字： 填表人：