**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 OfficeDirector/Head部门负责人签字 |  | Signature of University’sLeadership in Charge校领导签字 |  |
| ResumptionFrom 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 。 |
| ResumptionFrom Leave销假日期 |  |