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| **預先加班申請單** | | | |
| **申請日期\*：** | | | |
| **申請人\*** |  | **申請部門\*** |  |
| **加班事由\*** |  | | |
| **加班類型\*** |  | | |
| **預計加班開始\*** |  | **預計加班結束\*** |  |
| **預計加班時數\*** |  | | |
| **備註** |  | | |