附件2 行政值班调班申请表

领导调倒班申请表

申请日期：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 应值班日期 | 倒班日期 | | 签字 | |
| 申请人 |  |  | |  | |
| 调班对象 |  |  | |  | |
| 调倒班  事由 |  | | 申请人主管  领导签字 | |  |

注：调倒班表一式两份保卫处和校长办公室分别留存

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 应值班日期 | 倒班日期 | | 签字 | |
| 申请人 |  |  | |  | |
| 调班对象 |  |  | |  | |
| 调倒班  事由 |  | | 申请人主管  领导签字 | |  |

领导调倒班申请表

申请日期：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **应值班日期** | **倒班日期** | | **签字** | |
| **申请人** |  |  | |  | |
| **调班对象** |  |  | |  | |
| **调倒班**  **事由** |  | | **申请人主管**  **领导签字** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 应值班日期 | 倒班日期 | 签字 |
| 申请人 |  |  |  |
| 调班对象 |  |  |  |

注：调倒班表一式两份保卫处和校长办公室分别留存

|  |  |  |  |
| --- | --- | --- | --- |
|  | 应值班日期 | 倒班日期 | 签字 |
| 申请人 |  |  |  |