**抗疫期間需維持工作之人員記錄**

**Work Record for Staff Member Performing Duties**

**during the Anti-epidemic Period**

|  |  |
| --- | --- |
| 部門 Unit: |  |
| 員工號碼: Staff No.: |  |
| 員工姓名 Staff Name:  |  |

|  |  |  |
| --- | --- | --- |
| **日期** **Date****(dd/mm/yyyy)** | **工作時間****Working Duration** | **原因****Reason** |
| **從From****(a.m./p.m.)** | **至To****(a.m./p.m.)** |
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|  |  | 同意 Endorsed by: |
| 員工簽署Signature of staff |  | 部門主管簽署 Signature of unit head |
| 日期 Date:  |  | 日期 Date:  |