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| 会议请假单（中层干部） | | | | | |
| 会议名称 |  | | | | |
| 会议时间 |  | | | 会议地点 |  |
| 请假事由 |  | | | | |
| 姓名 |  | | | 部门 |  |
| 分管校领导审批 | 签名: | | | | |
| 备注：此请假单请在会前报分管校领导审批后送交两办备查。 | | | | | |
|  |  |  | 党委办公室、校长办公室制表 | | |