年度　年次有給休暇管理簿

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| 番号 | | 所属 | | | | 氏名 | | | | | | 入社年月日 | | | | | 年休付与日 | | | | |
|  | |  | | | |  | | | | | | 年　　　月　　　日 | | | | | 年　　　月　　　日 | | | | |
| 前々年繰越年休 | | | 前年繰越年休① | | | | | 本年付与年休② | | | 年休合計①＋② | | | | 本年取得年休 | | | | 翌年繰越年休 | | |
| 日 | | | 日 | | | | | 日 | | | 日 | | | | 日 | | | | 日 | | |
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| 月合計 |  | | |  |  | |  | |  |  | | |  |  | |  | |  | |  |  |

ホ…本人申請　　ケ…計画年休　　ジ…時季指定　　ゴ…事後承認