**휴직품의서**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **문서번호** | 사업기획실 온라인마케팅셀-001 | **결****재** | **구성원** | **리더** |  |  |  |
| **작 성 일** | 2023.01.01 |  |  |  |  |  |
| **보존년한** | 영구 |
| **발신부서** | 사업기획실 온라인마케팅셀 | **합****의** | **구성원** |  |  |  |  |
| **작 성 자** | OOO |  |  |  |  |  |
| **참조부서** | 재무셀 |
| **제 목** | **퇴직금 중간정산 신청서** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **휴직자** | ­­ | **입사일/근속기간** |  |
| **기존휴직기간** |  | **직군/직위/직급** |  |
| **휴직종류** | 공상휴직/상병휴직/육아휴직/가족돌봄휴직/연수휴직/군복무휴직/기타휴직 | **현재 직급기간** |  |
| **휴직기간** | OO부터 OO까지  | **조직/직책** |  |
| **휴직사유** |  |
| **첨부서류** |  |
| **승진/승급근속기간 포함여부** | 포함/미포함 | **연봉****(유급/무급)** | 유급/무급 |
| **참고사항** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | 휴직종류 | 근속기간포함여부 | 급여지급여부 | 최대기한 | 휴직첨부서류 | 복직첨부 서류 |
| 1 | 공상휴직 | O | 유급 | 12개월 | 진단서 or의사소견서 | 의사 소견서 |
| 2 | 상병휴직 | X | 무급 | 6개월 | 진단서 or의사소견서 | 의사 소견서 |
| 3 | 육아휴직 | O | 무급(일부 유급) | 12개월 | 출생자녀 포함 주민등록등본, 배우자 재직증명서 |   |
| 4 | 가족돌봄휴직 | O | 무급 | 90일 |   |   |
| 5 | 연수휴직 | O | 유급 | 60개월 |   |   |
| 6 | 군복무휴직 | X | 무급 | 36개월 | 입영 통지서 |   |
| 7 | 기타휴직 | X | 무급 | 6개월 |   |   |
|  |  |  |  |  |  |  |

 |
| **참 조 처** |  |

 |