**휴직품의서**

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| **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** | | | | | | |

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| |  |  |  |  | | --- | --- | --- | --- | | **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/승급 근속기간 포함여부** | 포함/미포함 | **연봉**  **(유급/무급)** | 유급/무급 | | **참고사항** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | No | 휴직종류 | 근속기간  포함여부 | 급여  지급여부 | 최대기한 | 휴직  첨부서류 | 복직  첨부 서류 | | 1 | 공상휴직 | O | 유급 | 12개월 | 진단서 or  의사소견서 | 의사 소견서 | | 2 | 상병휴직 | X | 무급 | 6개월 | 진단서 or  의사소견서 | 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** |  | | | |