**年次有給休暇取得計画表（　　　年度）**部署名：

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| 氏　名 | 本年度新規付与日数　Ａ | 前年度繰越日数 Ｂ | 本年度保有日数Ａ＋Ｂ | 取得予定日数 |
| 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 1月 | 2月 | 3月 |
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