Унифицированная форма № Т-7  
утверждена постановлением Госкомстата России  
от 5 января 2004 г. № 1

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| от | « |  | » |  | | 20 |  | г. № | | | |  | учтено | | |  | | | | | | | | | | | Руководитель | | | | \_\_\_\_\_\_\_\_ | | | | | |
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| **ГРАФИК ОТПУСКОВ** | | | | | | | | | | | | | | | | \_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_ | |  | | личная подпись | | | | |  | | расшифровка подписи | | |
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| Структурное подразделение | | | | | Должность (специальность, профессия) по штатному расписанию | | | | | Фамилия, имя, отчество | | | | | Табельный номер | | ОТПУСК | | | | | | | | | | | | | | | | Примечание | | | |
| количество календарных дней | | | дата | | | | | перенесение отпуска | | | | | | |  | | | | |
| запланированная | | | | фактическая | | основание (документ) | | | дата пред- полагаемо- го отпуска | | |
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| **Руководитель кадровой службы** | | | | | | | | | | |  | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ | | | | |  | | |  | | | |  | | \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
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