

化学与材料科学学院博士后请假单

Absence Application Form of College of Chemistry and Materials Science

姓名 Name:	工号 Employee No.:	性别 Sex:	进站时间 Entry Time: 年 月 日
所在院 College/Department:	站点 Station:	护照号 Passport No.:	国籍 Nationality:
费用类型: Fund Type: 自费 At his own expense			
电话/Mobile:		E-mail:	
住宿地址/Residence Address:			
请假时间 (Duration of Absence) : From ____年(yy)____月(mm)____日/(dd) 至 to ____年(yy)____月(mm)____日/(dd)			
请假理由 Reason for Absence			
导师意见 Decision of Supervisor	年 月 日 yy mm dd	站点意见 Decision of Station	盖章/Seal 年 月 日 yy mm dd
			学院(机构)意见 Decision of College (Institution) 盖章/Seal 年 月 日 yy mm dd
学校博士后管理办公室意见 Decision of ZJNU Postdoctoral Management Office		(请假 2 周以上需学校博士后管理办公室批准 Leave for more than 2 weeks requires approval from ZJNU Postdoctoral Management Office) 签名/Signature: 盖章/Seal <div style="text-align: right;">年 月 日 yy mm dd</div>	
销假手续 Cancellation of Leave upon Return	日期 Date: <div style="text-align: right;">年 月 日 yy mm dd</div>	导师签名 Signature of Supervisor: <div style="text-align: right;">年 月 日 yy mm dd</div>	

备注: 此表一式两份, 请假者一份, 学院一份。

Note: This form is in duplicate copies, one for who asks for leave and one for the college.

化学与材料科学学院博士后请假安全承诺书

Postdoctoral Absence Security Commitment of College of Chemistry and Materials Science

本人已认真阅读了学校的相关博士后管理规定，并认真填写了《化学与材料科学学院请假单》，履行了规定的外出请假手续。

本着对自己负责的态度，现郑重承诺：

一、本人外出期间，遵守所在国（地区）的各项法律法规。注意个人人身及财产安全、交通安全，增强安全防范意识，在外出期间的一切安全责任自负。

二、本人及时向所在学院（机构）提供详细准确的外出地址、联系电话（包括变动后的地址及电话），保持通信畅通，以便联系。

三、本人在假期离境期间，名下以科研经费购买的固定资产，将统一交由学院保管，直至假期结束后返回。

四、本人已了解学校关于博士后研究人员请事假的管理办法，并知晓在未能按期回校的情况下，学校将按规定扣除工资和租房补贴。（销假时间以实际到校报到时间为准。）

五、本人承诺将在假期结束后及时返校，遵守并配合相关防疫规定，办理有关销假手续。

六、本人承诺自觉遵守学校与学院相关博士后所有规定，并严格执行相关要求。

I have carefully read the relevant postdoctoral management regulations of ZJNU, earnestly filled out Absence Application Form of college of chemistry and materials science and fulfilled the procedures of absence application.

To overtake my responsibility during my absence from ZJNU, I hereby promise seriously:

(1) During my absence, I will observe the laws and regulations of the host country (region), pay attention to personal, financial and traffic security and strength my safety awareness. The full liability of security shall be solely assumed by myself during my absence from ZJNU.

(2) I will provide detailed and precise information about my address and phone number (including the address and phone number after alteration) to my college//institute in time in order to ensure smooth communication and facilitate necessary contact.

(3) During my departure from China during the vacation, the fixed assets purchased by my own research funds will be handed to the college for restoration, which will be given back after the end of my vacation.

(4) I have fully perceived the postdoctoral management regulations of ZJNU, and been aware that on the condition that I fail to come back to ZJNU on time, my salary and apartment rental subsidies will be deduced according to the regulations of ZJNU. (my report for vacation termination is determined by my actual arrival registration after my arrival on campus.)

(5) I promise that I will come back to ZJNU after the end of my vacation, abide by and follow the relevant regulations of epidemic prevention and control, and carry out the procedures concerned.

(6) I promise that I will abide by all the regulations of the college and ZJNU and strictly implement the relevant requirements.

承诺人 Undertaker (签名 Signature) : _____

_____年(yy)_____月(mm)_____日/(dd)