Додаток 3

**Зразок опитувального листа погодження періоду щорічної основної відпустки**

Таб. № 15478

**ОПИТУВАЛЬНИЙ ЛИСТ**

**щодо погодження періоду щорічної відпустки у 2021 році**

Прізвище *Шевченко* Встановлена тривалість відпустки:

Ім’я *Наталя* щорічна основна *24* календарних дні

По-батькові *Миколаївна* щорічна додаткова *2* календарних дні

Підрозділ *цех № 25* Працює на підприємстві з *15.07.2013*

Професія *комплектувальник* Має право на додаткову відпустку з *01.01.2016*

**Календар на 2021 рік**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **СІЧЕНЬ** | | | | | | | | | **№** | **Пн** | **Вт** | **Ср** | **Чт** | **Пт** | **Сб** | **Нд** | |  | 28 | 29 | 30 | 31 | **1** | 2 | 3 | | 01 | 4 | 5 | 6 | **7** | 8 | 9 | 10 | | 02 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 03 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 04 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ЛЮТИЙ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 05 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 06 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 07 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 08 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **БЕРЕЗЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 09 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 11 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 12 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 13 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **КВІТЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 13 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 15 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 16 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 17 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ТРАВЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 17 | 26 | 27 | 28 | 28 | 30 | 1 | 2 | | 18 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 20 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 21 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 22 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ЧЕРВЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 22 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | 23 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 24 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 25 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 26 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ЛИПЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 26 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | | 27 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 28 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 29 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 30 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **СЕРПЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 30 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | | 31 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 32 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 33 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 34 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 35 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ВЕРЕСЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 35 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | | 36 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 37 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 38 | 20 | 21 | 2 | 23 | 24 | 25 | 26 | | 39 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ЖОВТЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 39 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | | 40 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 41 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 42 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 43 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ЛИСТОПАД** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 44 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 45 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 46 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 47 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 48 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **ГРУДЕНЬ** | | | | | | | | | № | Пн | Вт | Ср | Чт | Пт | Сб | Нд | | 48 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | | 49 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 50 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 51 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 52 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | |

*(Заповнюється працівником)*

**ЗАЯВА**

Прошу визначити у графіку відпусток на 2021 рік такий період для надання мені щорічної відпустки:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **січень** | | | | **лютий** | | | | **березень** | | | | |
| **04–10** | **11–17** | **18–24** | **25–31** | **01–07** | **08–14** | **15–21** | **22–28** | **01–07** | **08–14** | **15–21** | **22–28** | **29–04** |
|  |  |  |  |  |  |  |  |  |  | *✓* |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **квітень** | | | | **травень** | | | | **червень** | | | | |
| **05–11** | **12–18** | **19–25** | **26–02** | **03–09** | **10–16** | **17–23** | **24–30** | **31–06** | **07–13** | **14–20** | **21-27** | **28–04** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **липень** | | | | **серпень** | | | | **вересень** | | | | |
| **05–11** | **12–18** | **19–25** | **26–01** | **02–08** | **09–15** | **16–22** | **23–29** | **30–05** | **06–12** | **13–19** | **20–26** | **27–03** |
|  |  |  |  |  |  |  |  | *✓* |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **жовтень** | | | | **листопад** | | | | **грудень** | | | |
| **04–10** | **11–17** | **18–24** | **25–30** | **01–07** | **08–14** | **15–21** | **22–28** | **29–05** | **06–12** | **13–19** | **20–26** |
|  |  |  |  |  |  |  |  |  |  |  |  |

*Позначте «✓» у вільній клітинці (у стовпчику з місяцем і тижнем) період, у якому Ви хотіли б використати щорічну основну та додаткову відпустки.*

До загальної тривалості щорічної відпустки згідно з графіком відпусток додаткову щорічну відпустку

|  |  |
| --- | --- |
| *✓* | враховувати |
|  | не враховувати |

«*07*» *грудня* 20*21* р. *Шевченко* Н. М. Шевченко

ПОГОДЖЕНО:

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