清华大学丘成桐数学科学中心博士后请假申请单

YMSC Postdoc Leave of Absence

* 请提前2周将申请请假单交至中心办公室（导师同意并签字）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名  Name |  | 工作证号  Campus ID | |  | 交申请日期  Submission date | |  |
| 请假事由  Reasons for your visit | **（请详细说明请假原因、请假时间内工作日天数及紧急联系人详情。超过7天需中心主任丘先生审批，超过15天的部分将扣薪Please give details of the reason for the leave, the number of working days within the leave period and details of the emergency contact. More than 7 days need to be approved by Prof. Yau and the part of the leave exceeding 15 days will be deducted from the salary）** | | | | | | |
| 请假时间  Period of leave | 从 年 月 日至 年 月 日 共 天  From（YY/MM/DD） to (（YY/MM/DD）stay for\_\_\_\_\_\_days. | | | | | | |
| 过去一年内的请假/学术出访记录Leave/Academic visit records in the past year |  | | | | | | |
| 经费来源  Sources of finance | □个人科研经费Personal funding  □对方资金支持Funding from my visiting institute  □中心经费（如需申请中心经费，请注明预期额度）Funding from YMSC (Please provide the estimated amount or budget you are expecting if you wish for your visit to be funded by YMSC)：  □其他（因私请选其他）Other: | | | | | | |
| 请假期间承担的公共服务  Public service during the leave | **（请详细说明请假期间所承担的公共服务安排Please provide details of the public service arrangements undertaken during the leave of absence）** | | | | | | |
| 联系方式  Contact information | 手机Tel： Email： | | | | | | |
| 本人签名Signature of the applicant：  签字： 日期： | | | 导师意见Signature of the applicant’s mentor ：  签字： 日期： | | | 中心领导意见Signature of director：  签字： 日期： | |

清华大学丘成桐数学科学中心 制表