Документ не обязателен к применению

Составляется работодателем

Применительно к ст. 256 ТК РФ

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | Код |
|  | Форма по ОКУД | | 0301005 |
|  | | по ОКПО |  |

(наименование организации)

|  |  |  |
| --- | --- | --- |
|  | Номер документа | Дата составления |
| **ПРИКАЗ** |  |  |

**(распоряжение)  
о предоставлении отпуска работнику**

|  |  |
| --- | --- |
| **Предоставить отпуск** | Табельный номер |
|  |  |

(фамилия, имя, отчество)

(структурное подразделение)

(должность (специальность, профессия))

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| за период работы с | “ |  | ” |  | 20 |  | г. | по | “ |  | ” |  | 20 |  | г. |

|  |  |  |
| --- | --- | --- |
| **А.** ежегодный основной оплачиваемый отпуск на |  | календарных дней |

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| с “ |  | ” |  | 20 |  | г. | по | “ |  | ” |  | 20 |  | г. |

и (или)

**Б.** *отпуск без сохранения заработной платы*

(ежегодный дополнительный оплачиваемый отпуск, учебный, без сохранения заработной платы и другие (указать))

|  |  |  |
| --- | --- | --- |
| на |  | календарных дней |

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| с “ |  | ” |  | 20 |  | г. | по | “ |  | ” |  | 20 |  | г. |

|  |  |  |
| --- | --- | --- |
| **В.** Всего отпуск на |  | календарных дней |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| с “ |  | ” |  | 20 |  | г. | по | “ |  | ” |  | 20 |  | г. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Руководитель организации** |  |  |  |  |  |
|  | (должность) |  | (личная подпись) |  | (расшифровка подписи) |

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| **С приказом (распоряжением) работник ознакомлен** |  | “ |  | ” |  | 20 |  | г. |
|  | (личная подпись) |  | | | | | | |