[Унифицированная форма № Т-6  
Утверждена постановлением Госкомстата России  
от 5 января 2004 г. № 1](https://www.kdelo.ru/art/384459-qqq-17-m5-otgul-v-schet-otpuska)

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| Общество с ограниченной ответственностью «Альфа» | | | | | | | | | | | | | | | по ОКПО | | | | | | 00000000 | |
| (наименование организации) | | | | | | | | | | | | | | |  | | | | | | | |
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|  | | | | | | | | Номер документа | | | | | | | Дата составления | | | | | | | |
|  | | | ПРИКАЗ | | | | | 12 | | | | | | | 08.09.2021 | | | | | | | |
| (распоряжение) о предоставлении отпуска работнику | | | | | | | | | | | | | | |  | | | | | |  |  |
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|  | | | | | | | | | | | | | | | | | | | Табельный  номер | | |  |
| Предоставить отпуск | | | | | Глебовой Алле Степановне | | | | | | | | | | | | | | 5 | | |  |
|  | | | | | (фамилия, имя, отчество) | | | | | | | | | | | | | |  | | |  |
| бухгалтерия | | | | | | | | | | | | | | | | | | | | | |  |
| (структурное подразделение) | | | | | | | | | | | | | | | | | | | | | |  |
| главный бухгалтер | | | | | | | | | | | | | | | | | | | | | |  |
| (должность (специальность, профессия)) | | | | | | | | | | | | | | | | | | | | | |  |
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| за период работы с | « |  | | » | |  | 20 | |  | г. по | « |  | » |  | | | 20 |  | | г. |  |  |
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| А. Ежегодный основной оплачиваемый отпуск на | | | | | | | | | | | | | | – | | календарных дней | | | | | | |

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| Б. | | Отпуск без сохранения заработной платы | | | | | | | | | | | | | | |
|  | | (ежегодный дополнительный оплачиваемый отпуск, учебный, без сохранения заработной платы и другие (указать)) | | | | | | | | | | | | | | |
| на | | 4 | | часа | | | | | | | | | | | | |
| с |  | | 14:00 | |  | «11» сентября | 20 | 21 | г. до |  | 18:00 |  | «11» сентября | 20 | 21 | г. |

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| В. Всего отпуск на | 4 | часа |

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| с |  | | 14:00 | |  | | «11» сентября | | 20 | | 21 | | г. до | | 18:00 | | |  | | «11» сентября | | 20 | | 21 | | г. |
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| Руководитель организации | Директор | |  |  |  | А.В. Львов | | | | | |
|  | (должность) | |  | (личная подпись) |  | (расшифровка подписи) | | | | | |
|  | | | | | | | | | | | |
| С приказом (распоряжением) работник ознакомлен | |  | | | « | 08 | » | сентября | 20 | 21 | г. |
|  | | (личная подпись) | | |  | | | | |  |  |