

## ODOBRENJE ZA ODSUSTVO / PERMISSION FOR ABSENCE

Na molbu zaposlenika:

Per employee's request:

Ime i prezime uposlenika / Name and Surname of Employee

Odobrenje za odsustvo dato je

Approved absence from work

od/from \_\_\_\_ / \_\_\_\_ /2014 \_\_\_\_ : \_\_\_\_ h do/to \_\_\_\_ / \_\_\_\_ /2014 \_\_\_\_ : \_\_\_\_ h

Datum i vrijeme odsustva / Date and time of absence

Razlog odsustva/ Reason of Absence

Ovaj obrazac se koristi za sva odsustva zbog hitnih slučajeva, vannastavnih obaveza i naučnoistraživačkog rada, do pet radnih dana, gdje uposlenik mora dobiti odobrenje program koordinatora i dekana.

This form is used for all absences due to emergency cases, extracurricular activities and scientific/artistic-research work, up to five working days, where employee must get approval from program coordinator and dean.

Ovaj obrazac se ne koristi za odobrenje godišnjeg odmora, jer za tu vrstu odsustva već postoji poseban obrazac u upotrebi.

This form is not used for annual leave approval, special form for that type of absence is already in use.

Za period korištenja odsustva po ovom odobrenju u trajanju od jednog dana ili više, zaposlenik nema pravo na topli obrok i naknadu za prijevoz.

For the period of absence based on this approval, in length of one day or more, the employee doesn't have a right for food and transport allowance.

Odobrenje Program koordinatora

Program Coordinator's approval

Ime i prezime / name and surname

Potpis/Signature

Odobrenje Dekana

Dean's approval

Ime i prezime / name and surname

Potpis/Signature

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Potpis/Signature