|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件 | |  | |  |  |  |  |  |  |  |
|  | 西安电子科技大学寒假值班安排表 | | | | | | | | | |
|  | 单位名称： | | | | | | | | | |
| 值班日期 | | 值班地点 | |  | 值班人 | 联系电话 | | 带班领导 | 联系电话 | 备注 |
|  | 电话（办） | 手机 |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
|  | |  | |  |  |  |  |  |  |  |
| **注意事项：** | |  | **1．值班时间要求24小时联系畅通，值班地点办公时间：上午8:30—11:30，下午：14:30—17:30；** | | | | | | | |
|  | |  | **2．值班人员须严格值班制度，坚守岗位，做好安全防范工作。**  **3. 值班时间包含周六、周日，须安排人员值班。** | | | | | | | |