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| **NOMBRE** **INSTRUCTIVO** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Detalle** | **Cargo** | **Nombre** | **Firma** | **Fecha** |
| **ELABORADO** |  |  |  |  |
| **REVISADO** |  |  |  |  |
| **AUTORIZADO** |  |  |  |  |
| **APROBADO** |  |  |  |  |

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| --- |
| **CONTROL DE CAMBIOS** |
| **Versión** | **Fecha** | **Razones De Cambio** | **Realizado Por** | **Firma** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |

1. **OBJETIVO**

XXXX

1. **ALCANCE**

XXXXX

1. **DEFINICIONES**

**XXXX**

1. **INSTRUCCIONES PARA SOLICITAR LICENCIA CON REMUNERACIÓN**
	1. XXXXX
* XXXX
* XXXX
	1. XXXXXXX
	2. XXXXXX
	3. XXXX
	4. XXXX.
	5. XXXXX.
	6. XXXXX.
1. **ANEXOS**

**5.1** XXXX

**5.2** XXXX

**5.3** XXXXl