|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 日 | 曜日 | 出社時刻 | 退社時刻 | 勤務時間 | その他特記事項（残業・有給など） |
| １ |  |  |  |  |  |
| ２ |  |  |  |  |  |
| ３ |  |  |  |  |  |
| ４ |  |  |  |  |  |
| ５ |  |  |  |  |  |
| ６ |  |  |  |  |  |
| ７ |  |  |  |  |  |
| ８ |  |  |  |  |  |
| ９ |  |  |  |  |  |
| １０ |  |  |  |  |  |
| １１ |  |  |  |  |  |
| １２ |  |  |  |  |  |
| １３ |  |  |  |  |  |
| １４ |  |  |  |  |  |
| １５ |  |  |  |  |  |
| １６ |  |  |  |  |  |
| １７ |  |  |  |  |  |
| １８ |  |  |  |  |  |
| １９ |  |  |  |  |  |
| ２０ |  |  |  |  |  |
| ２１ |  |  |  |  |  |
| ２２ |  |  |  |  |  |
| ２３ |  |  |  |  |  |
| ２４ |  |  |  |  |  |
| ２５ |  |  |  |  |  |
| ２６ |  |  |  |  |  |
| ２７ |  |  |  |  |  |
| ２８ |  |  |  |  |  |
| ２９ |  |  |  |  |  |
| ３０ |  |  |  |  |  |
| ３１ |  |  |  |  |  |
| 合計勤務時間 | |  | | 残業時間合計 |  |

出　　勤　　簿

令和　　　年　　　　月 氏名　：

|  |  |
| --- | --- |
|  |  |

※合計時間は下記のように記載すること。

　　1時間15分　⇒　1.25

　　3時間30分　⇒　3.5