|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日 | 曜日 | 出社時刻 | 退社時刻 | 勤務時間 | 残業・有給 |  | 日 | 曜日 | 出社時刻 | 退社時刻 | 勤務時間 |
| １ |  |  |  |  |  |  | １６ |  |  |  |  |
| ２ |  |  |  |  |  |  | １７ |  |  |  |  |
| ３ |  |  |  |  |  |  | １８ |  |  |  |  |
| ４ |  |  |  |  |  |  | １９ |  |  |  |  |
| ５ |  |  |  |  |  |  | ２０ |  |  |  |  |
| ６ |  |  |  |  |  |  | ２１ |  |  |  |  |
| ７ |  |  |  |  |  |  | ２２ |  |  |  |  |
| ８ |  |  |  |  |  |  | ２３ |  |  |  |  |
| ９ |  |  |  |  |  |  | ２４ |  |  |  |  |
| １０ |  |  |  |  |  |  | ２５ |  |  |  |  |
| １１ |  |  |  |  |  |  | ２６ |  |  |  |  |
| １２ |  |  |  |  |  |  | ２７ |  |  |  |  |
| １３ |  |  |  |  |  |  | ２８ |  |  |  |  |
| １４ |  |  |  |  |  |  | ２９ |  |  |  |  |
| １５ |  |  |  |  |  |  | ３０ |  |  |  |  |
|  |  |  |  |  |  |  | ３１ |  |  |  |  |
| 有給 | |  | | 残業 |  | 勤務時間合計 | | |  | | |

出　勤　簿

令和　　　　　年　　　　月　　　　日 氏名　：

※時間は次のように記載すること。　　　　　　1時間15分　⇒　1.25　　　　　3時間30分　⇒　3.5

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| --- | --- |
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