勤怠管理表（　　　　年　　月度）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 所属 |  | 氏名 |  | 印 |
| 日 | 曜日 | 出勤 | 早出・残業 | 遅刻・早退 | 欠勤 | 特休 | 有休 | 振替休日 | 公出 | 出張 | 備考 | 承認印 |
| 時間数 | 深夜時間数 | 区分 | 時刻 | 分小計 |
| 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 |  |  |  |  |  |  |  |  |  |  |  | 承認印 | 印 |
|  |
| 当月初有休残 | 当月行使日数 | 翌月初有休残 |  |  |
| 前年 | 当年 |  | 前年 | 当年 |  |  |
|  |  |  |  |  |  |  |