勤怠管理表（　　　　年　　月度）

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| 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 | | |
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| 合計 | |  |  | |  |  |  | |  | | |  | |  |  | |  |  | 承認印 | | | | 印 | |
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| 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 | | |  | | | |  | | | | |
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