令和　　年　　月分　時間外・休日勤怠月報

|  |  |  |  |  |  |  |  |
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| 所属 | 部 | 社員コード |  | 氏名 |  | 部長認印 |  |
| 日 | 勤務時間 | 実　　働　　時　　間  | 休憩（ｈ） | 代休 | 事　　由 | 所属長　承認印 |
| (拘束時間) | 所定内（ｈ） | 超勤（ｈ) | 深夜業（ｈ) | 休日（ｈ） |
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| 合計 |  |  |  |  |  |  |  |  |