|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | 本人 |  |  |
|  | **年** |  | **月度　出勤簿（個人）** |  |  |  |  |

所属 　　氏名

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日付 | | 出勤時刻 | 退勤時刻 | | | 勤務時間 | | | 休憩時間 | | 内時間外 | | | 早朝・深夜 | | | 遅刻・早退 | | |
| 1 | 日 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 2 | 月 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 3 | 火 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 4 | 水 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 5 | 木 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 6 | 金 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 7 | 土 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 8 | 日 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 9 | 月 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 10 | 火 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 11 | 水 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 12 | 木 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 13 | 金 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 14 | 土 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 15 | 日 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 16 | 月 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 17 | 火 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 18 | 水 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 19 | 木 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 20 | 金 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 21 | 土 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 22 | 日 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 23 | 月 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 24 | 火 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 25 | 水 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 26 | 木 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 27 | 金 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 28 | 土 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 29 | 日 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 30 | 月 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
| 31 | 火 |  |  | | |  | | |  | |  | | |  | | | あり・なし | | |
|  |  | 所定内勤務 | |  | 時間 | |  | 出勤日数 | |  | | 日 |  | | 欠勤 |  | | 日 |
|  |  | 時間外勤務 | |  | 時間 | |  | 休日出勤 | |  | | 日 |  | | 遅刻 |  | | 日 |
|  |  | 早朝・深夜 | |  | 時間 | |  | 有給日数 | |  | | 日 |  | | 早退 |  | | 日 |