様式第1号(第6条関係)

|  |  |  |
| --- | --- | --- |
| (表) |  | (裏) |
| No. | NAME | No. | NAME |
| 所属 | 所属 | 承認印 |  |  |
| TIME　CARD年　　月分 | 出勤日数 | 日　　H | 欠勤日数 | 日　H |
| 休日出勤 | 日　　H | 私用外出 | 回　H |
| 早出残業 | 回　　H | 遅刻早退 | 回　H |
| 深夜勤務 | 回　　H | 休暇 | 日　H |
| 日付 | 出勤 | 時間内 | 退出 | 時間外 | 小計 | 日付 | 出勤 | 時間内 | 退出 | 時間外 | 小計 |
| 退 | 出 | 退 | 出 |
|  |  |  |  |  |  |  |  | 16 |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  | 17 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  | 18 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  | 19 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  | 20 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  | 21 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  | 22 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  | 23 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  | 24 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  | 25 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  | 26 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  | 27 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  | 28 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  | 29 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  | 30 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  | 31 |  |  |  |  |  |  |  |
|  | 所定内実働時数 | H |
| 所定外実働時数 | H |
| 計 | H |
|  |