様式第2号(第6条関係)

(表)

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| --- | --- | --- | --- |
| 出勤簿年度　　　　 | 職名 | 氏名 | 発令年月日年　　月　　日 |
| 月 | 日 | 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 | 整理欄 |
| ４月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | みどりの日 |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
|  |  |  |  |  |  |  |  |
| ５月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  | 憲法記念日 |  | 子供の日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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| ６月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
|  |  |  |  |  |  |  |  |
| ７月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 海の日 |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
|  |  |  |  |  |  |  |  |
| ８月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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| ９月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 敬老の日 |  |  |  |  |  |  |  | 秋分の日 |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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| 出勤簿年度　　　 | 職名 | 氏名 | 発令年月日年　　月　　日 |
| 月 | 日 | 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 | 整理欄 |
| 10 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
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| 月 | 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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| 11 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
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| 月 | 記入事項 |  |  | 文化の日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
|  |  |  |  |  |  |  |  |
| 12 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 月 | 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 年末休 | 年末休 | 年末休 | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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| １月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 | 元旦 | 年始休 | 年始休 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
|  |  |  |  |  |  |  |  |
| ２月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  | 建国記念の日 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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| ３月 | 押印 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 出勤 | 出張 | 研修 | 年休 | 病休 | 特休 | 慶弔 | 指定 |
|  |  |  |  |  |  |  |  |
| 記入事項 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 職免 | 産休 | 生休 | 休職 | 育休 | 停職 | 欠勤 |  |
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