別紙様式３

勤　務　状　況　票

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 氏　　名 |  | | | 性別　□ 男　□ 女　　年齢 | | |  | 歳 | |
|  |  | | |  | | | | | | |
| 2 | 所　　属 | |  | | | 職名 |  | | |
|  |  | | |  | | | | | | |

━━━━━━━━━━━前１か月間について━━━━━━━━━━━

|  |
| --- |
| 年　　　月　　　日　～　　　　　月　　　日 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ①労働時間等 | 総労働時間（実績） |  | | | | | | 時間／月 | | |
|  |  |  | | | | | |  | | |
|  | 時間外・休日労働時間 |  | | | | | | 時間／月 | | |
|  |  |  | | | | | |  | | |
|  | 深夜業の回数・時間 |  | 回・ | |  | | 時間／月 | | | |
|  |  |  | | | | | |  | | |
|  | 通勤時間（片道） |  | | 時間 | |  | | | 分 | |
|  |  |  | | | | | |  | | |
| ②労働日数等 | 総労働日数（実績） |  | | | | | | 日／月 | | |
|  |  |  | | | | | |  | | |
|  | 所定休日数 |  | | | | | | 日／月 | | |
|  |  |  | | | | | |  | | |
|  | 有給休暇取得日数 |  | | | | | | 日／月 | | |
|  |  |  | | | | | |  | | |
|  | 欠勤日数 |  | | | | | | 日／月 | | |
|  |  |  | | | | | |  | | |
| ③業務内容（責任性などを含む）、上司からの情報（あれば） | | | | | | | | | |
|  | | | | | | | | | |