員工考勤記錄表

年　　月　　日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期    星期  姓名 |  | 出  勤  ︵  天  ︶ | 加  班  ︵  小  時  ︶ | 公  假  ︵  天  ︶ | 病  假  ︵  天  ︶ | 事  假  ︵  天  ︶ | 遲  到  ︵  次  ︶ | 早  退  ︵  次  ︶ | 曠  職  ︵  天  ︶ |  |
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| 說　　　明 | 1.符號說明“○”出勤，“×”病假，“△”事假，“□”公假，“﹡”曠職，“☆”遲到，“◎“加班 | | | | | | | | | |
| 2.本月應出勤天數：　　　　天。 | | | | | | | | | |