|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 届出日：　　　　　　　　　年　　　月　　　日  遅刻・早退・外出・欠勤届   |  |  |  | | --- | --- | --- | | 下記のとおり届出いたします。 | 所属： |  | | 氏名： |  |   ※届出区分（該当に✓）   |  |  |  |  | | --- | --- | --- | --- | |  | 遅　刻 |  | 早　退 | |  |  |  |  | |  | 外　出 |  | 欠　勤 |  |  |  | | --- | --- | | 日時 | 年　　　月　　　日　　　　　時　　　分　から  年　　　月　　　日　　　　　時　　　分　まで | | 理由 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | ※備考 |  |  |  |  | |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 届出日：　　　　　　　　　年　　　月　　　日  遅刻・早退・外出・欠勤届   |  |  |  | | --- | --- | --- | | 下記のとおり届出いたします。 | 所属： |  | | 氏名： |  |   ※届出区分（該当に✓）   |  |  |  |  | | --- | --- | --- | --- | |  | 遅　刻 |  | 早　退 | |  |  |  |  | |  | 外　出 |  | 欠　勤 |  |  |  | | --- | --- | | 日時 | 年　　　月　　　日　　　　　時　　　分　から  年　　　月　　　日　　　　　時　　　分　まで | | 理由 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | ※備考 |  |  |  |  | |  |  |  |  | |