**部（室）： （ 年 月 日 - 年 月 日） 部室主任签字：**

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| **部（室）考勤月报表** | | | | | | | | | | | | | | | |
| **考勤**  **结果**  **姓名** | **全勤** | **请假**  **（天数）** | | | | | | **超半小时**  **临时外出** | | **迟到、早退** | | **旷工**  **（天数）** | **加班**  **（小时）** | **补休**  **（天数）** | **备注** |
| 事  假 | 病  假 | 亲情假 | 婚  假 | 产  假 | 其它 | 累计时长 | 折算事假天数 | 请假，折算事假天数 | 未请假，折算旷工  天数 |
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