**LISTA OBECNOŚCI ROZLICZENIE MIESIĘCZNE CZASU PRACY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Miesiąc ………………….Rok 2018** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Nazwisko i imię** | | | | | |  | |  | |  | | | |  |  | | | | | | |  | | | | |  | | |  | | |  | | | |
| **Data** | | **Godz. rozp. pracy** | | **Podpis** | | **Godz. zakończ. pracy** | | **Podpis** | | **Ilość godz.** | | | |  |  | |  | |  | | |  | | | | |  | | |  | | |  | | | |
| **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** | |  | |  | |  | |  | |  | | | |  |  | |  | |  | | |  | | | | |  | | |  | | |  | | | |
| **Ilość godzin przepracowanych** | | | | | | | | | |  | | | |  |  | | | | | | | | | | | | | | |  | | |  | | | |
| TABELA - ROZLICZENIE CZASU PRACY | | | | | | | | | | | |  | | |  |  | | | | |  | | |  | |  | | |  | | |  | | | |  | |  | |  |  |
|  | **U Urlop opieka** | | **Uo Urlop okoliczn** | **Ub Urlop bezpł.** | **Um Urlop mac.** | | **Ch Choroba** | **D Delegacja** | **Nn Nieo nieus** | | **Nu Nieo uspr** | | **Suma** | |  |  | |  | |  | | |  | |  | | |  | | |  | | |  |  | | | |
| **Dni** |  | |  |  |  | |  |  |  | |  | |  | |  |  | |  | |  | | |  | |  | | |  | | |  | | |  |  | | | |
| **Godz** |  | |  |  |  | |  |  |  | |  | |  | |  |  | |  | |  | | |  | |  | | |  | | |  | | |  |  | | | |

**ROZLICZENIE MIESIĘCZNE**

**Ilość dni roboczych …………. x ……..…….godz. = …………………godz.**

**Liczba godz. przeprac. ……………...**

**Liczba godz. z rozlicz. ……………...**

**Godz. nadliczbowe ………….….. Razem ………………...**

**w tym dodat. godz. ……………..**

**godz. 50% ………………**

**godz. 100% ..…………….**