**计算及应用研究所员工考勤明细表（2018年）**

**研究室： 姓名：**

| **年月** | **姓名** | **出 勤 日 历** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **小计** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | **出勤** | **出差/驻外** | **缺勤** |
| 2018年1月 |  |  | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | 22 | 0 | 0 |
| 2018年2月 |  | √ | √ |  |  | √ | √ | √ | √ | √ |  | √ | √ | √ | √ |  |  |  |  |  |  |  | √ | √ | √ |  | √ | √ | √ | / | / | / | 17 | 0 | 0 |
| 2018年3月 |  | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  | 22 | 0 | 0 |
| 2018年4月 |  |  | √ | √ | √ |  |  |  | √ | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ | √ |  |  | / | 20 | 0 | 0 |
| 2018年5月 |  |  | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | 22 | 0 | 0 |
| 2018年6月 |  | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  |  | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  | / | 20 | 0 | 0 |
| 2018年7月 |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | 22 | 0 | 0 |
| 2018年8月 |  | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ | 23 | 0 | 0 |
| 2018年9月 |  |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  |  | √ | √ | √ | √ | √ | √ | / | 21 | 0 | 0 |
| 2018年10月 |  |  |  |  |  |  |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | 18 | 0 | 0 |
| 2018年11月 |  | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ | / | 22 | 0 | 0 |
| 2018年12月 |  |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | √ | √ | √ | √ |  |  | √ | 21 | 0 | 0 |

代号：出勤“√”；出差“☆”；驻外工作“◇”；年休假“※”；事假“□”；病假“○”；婚假“Δ”产假“▽”；探亲假“♀”丧家“⊥”工伤假“＃”；旷工“×”