

## Stunden- & Urlaubsaufzeichnung

Mitarbeiter: \_\_\_\_\_

Monat: \_\_\_\_\_

| Tag:      | Beginn | Ende | Arbeitszeit | Pause<br>von/bis | Überstd. | Urlaub |
|-----------|--------|------|-------------|------------------|----------|--------|
| Übertrag: |        |      |             |                  |          |        |
| 01.       |        |      |             |                  |          |        |
| 02.       |        |      |             |                  |          |        |
| 03.       |        |      |             |                  |          |        |
| 04.       |        |      |             |                  |          |        |
| 05.       |        |      |             |                  |          |        |
| 06.       |        |      |             |                  |          |        |
| 07.       |        |      |             |                  |          |        |
| 08.       |        |      |             |                  |          |        |
| 09.       |        |      |             |                  |          |        |
| 10.       |        |      |             |                  |          |        |
| 11.       |        |      |             |                  |          |        |
| 12.       |        |      |             |                  |          |        |
| 13.       |        |      |             |                  |          |        |
| 14.       |        |      |             |                  |          |        |
| 15.       |        |      |             |                  |          |        |
| 16.       |        |      |             |                  |          |        |
| 17.       |        |      |             |                  |          |        |
| 18.       |        |      |             |                  |          |        |
| 19.       |        |      |             |                  |          |        |
| 20.       |        |      |             |                  |          |        |
| 21.       |        |      |             |                  |          |        |
| 22.       |        |      |             |                  |          |        |
| 23.       |        |      |             |                  |          |        |
| 24.       |        |      |             |                  |          |        |
| 25.       |        |      |             |                  |          |        |
| 26.       |        |      |             |                  |          |        |
| 27.       |        |      |             |                  |          |        |
| 28.       |        |      |             |                  |          |        |
| 29.       |        |      |             |                  |          |        |
| 30.       |        |      |             |                  |          |        |
| 31.       |        |      |             |                  |          |        |
| Gesamt:   |        |      |             |                  |          |        |