

勤怠届 | Kintai Todoke

Notification of Attendance

提出日 (Date): 年 (Year) 月 (Month) 日 (Day)

| | | | |
|---------------------------------------|---|------------------------|------------------------------------|
| 所属 Shozoku Name of your department | | 氏名 Shimei Your Name | |
| 種別 Classification | 1. 有給休暇 | Yūkyū Kyūka | Paid-Vacation |
| | 2. 半日休暇 | Hannichi Kyūka | Taking a half day off |
| | 3. 欠勤 | Kekkin | Absence |
| | 4. 遅刻 | Chikoku | Being late |
| | 5. 早退 | Soutai | Leaving early |
| | 6. 直行 | Chokkō | Going to the site directly |
| | 7. 直帰 | Chokki | Going straight home from the site |
| | 8. 代休 | Daikyū | Compensatory day off |
| | 9. 慶弔 | Keichō | Occasion for celebration or sorrow |
| | 10. その他 | Sonota | Others |
| 期間 Duration | 年 月 日 ~ 年 月 日 (日間) Year Month Day ~ Year Month Day (days) | | |
| 日時 Date & Time | 年 月 日 時 分 ~ 時 分まで (分間) Y M D Hour, Minute ~ Hour, Minute (Minutes) | | |
| 理由 Reason | | | |
| 備考 Notes | | | |

↓ Required signatures

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|----------------|-------------|----------------|
| 部長 Director | 課長 Chief | 上司 Superior |
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