**Karta ewidencji czasu pracy imię i nazwisko............................................... kwartał:………………**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Dni m-ca** | **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** |
| **godzina rozpoczęcia pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **godzina zakończenia pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin przepracowana w danym dniu** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin przepracowana w porze nocnej** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin nadliczbowych** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **dni wolne od pracy wraz z oznaczeniem ich udzielania(DW5 DWN, DWŚ,N,Ś)\*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **rodzaj zwolnienia od pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **wymiar zwolnienia od pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **wymiar NN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **nominalny czas pracy** | | | |  | | | | | | **rzeczywisty czas pracy** | | | | | |  | | | | | | | | | | | | | | | |

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| **Dni m-ca** | **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** |
| **godzina rozpoczęcia pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **godzina zakończenia pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin przepracowana w danym dniu** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin przepracowana w porze nocnej** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin nadliczbowych** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **dni wolne od pracy wraz z oznaczeniem ich udzielania(DW5 DWN, DWŚ,N,Ś)\*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **rodzaj zwolnienia od pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **wymiar zwolnienia od pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **wymiar NN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **nominalny czas pracy** | | | |  | | | | | | **rzeczywisty czas pracy** | | | | | |  | | | | | | | | | | | | | | | |

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| **Dni m-ca** | **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** |
| **godzina rozpoczęcia pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **godzina zakończenia pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin przepracowana w danym dniu** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin przepracowana w porze nocnej** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **liczba godzin nadliczbowych** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **dni wolne od pracy wraz z oznaczeniem ich udzielania(DW5 DWN, DWŚ,N,Ś)\*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **rodzaj zwolnienia od pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **wymiar zwolnienia od pracy** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **wymiar NN** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **nominalny czas pracy** | | | |  | | | | | | **rzeczywisty czas pracy** | | | | | |  | | | | | | | | | | | | | | | |

**..................................................... (podpis pracownika) ...................................................(podpis przełożonego)**

**Podsumowanie:**

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| --- | --- | --- | --- |
| **Nominalny czas pracy w kwartale** |  | **Obecność usprawiedliwiona płatna: Uwyn** |  |
| **Godziny przepracowane - rzeczywiście** |  | **Obecność usprawiedliwiona niepłatna: Ubezp.** |  |
| **Godziny przepracowane w porze nocnej** |  | **Nieobecność nieusprawiedliwiona niepłatna: NN** |  |
| **Nadgodziny** |  | **Delegacja: D** |  |
| **Urlopu wypoczynkowego : W** |  | **Szkolenia, kursy: S** |  |
| **Urlop zdrowotny: Z** |  | **Świadczenie rehabilitacyjne: R** |  |
| **Urlop okolicznościowy: Wo** |  | **Opieka nad zdrowym dzieckiem: O** |  |
| **Urlop szkoleniowy: Ws** |  | **Choroba pracownika: C** |  |
| **Urlop macierzyński: M** |  | **Opieka nad chorym dzieckiem: K** |  |
| **Urlop rodzicielski: R** |  | **Opieka nad chorym członkiem rodziny: K** |  |
| **Urlop ojcowski: Wo** |  | **Profilaktyczne badania lekarskie: P** |  |

**\*DW5 – dzień wolny z tytułu 5-dniowego tygodni pracy; WN-dzień wolny z tytułu niedzieli; WŚ – dzień wolny z tytułu święta, WR-dodatkowy dzień rozkładowo wolny**