|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名** | **實際上班 時間**  （如：上／下午 X時X分） | **員工簽名** | **實際下班 時間**  （如：上／下午 X時X分） | **員工簽名** | **備註**  （如：替假或  外出工作時段） |
| **主管** | | | | | |
|  |  |  |  |  |  |
| **護士** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **保健員** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **護理員** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **助理員或其他職級（請註明職位）** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |