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| **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** |
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| **護士** |
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| **保健員** |
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| **護理員** |
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| **助理員或其他職級（請註明職位）** |
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