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|  | **Vorlage zur Dokumentation der täglichen Arbeitszeit** | | | | | | |  | |  | | --- | | Ein Bild, das Text enthält.  Automatisch generierte Beschreibung | |  |
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|  | **Firma:** |  |  |  | | | | |  |  |
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|  | **Name des Mitarbeiters:** | | |  | | | | |  |  |
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|  | **Kalen-dertag** | **Beginn** | **Pause** | **Ende** | **Dauer** | **\*** | **aufgezeichnet** | **Bemerkungen** | | |
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|  |  | Datum | Unterschrift des Arbeitnehmers | | |  | Datum | Unterschrift des Arbeitgebers | |  |
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|  | **\* Tragen Sie in diese Spalte eines der folgenden Kürzel ein, wenn es für diesen Kalendertag zutrifft:** | | | | | | | | |  |
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|  |  |  |  | **Schlüssel** | | **K** | Krank |  |  |  |
|  |  |  |  | **U** | Urlaub |  |  |  |
|  |  |  |  | **UU** | unbezahlter Urlaub | |  |  |
|  |  |  |  | **F** | Feiertag |  |  |  |
|  |  |  |  | **SA** | Stundenweise abwesend |  |  |  |
|  |  |  |  | **SU** | Stundenweise Urlaub | |  |  |