

MONTHLY SUMMARY OF ACTUAL WORKING HOURS

Name
 First name
 Month
 Year

Reason:
 T: hours worked PARTIALu: Partial unemployment
 H: holiday RWT
 PV: paid vacations RD: recovery day
 SL: special leave UL: unpaid leave
 D: disease Tr: Training

Weekly basis **35** hours
 Contract **100,00%**

	Day	Month	Year	T	H	PV	SL	D	RW	RD	UL	Tr	PARTIAL	TOTAL	BASIC	GAP
MONDAY														0		0
TUESDAY	1													0		0
WEDNESDAY	2													0		0
THURSDAY	3													0		0
FRIDAY	4													0		0
SATURDAY	5															
SUNDAY	6															
MONDAY	7													0		0
TUESDAY	8													0		0
WEDNESDAY	9													0		0
THURSDAY	10													0		0
FRIDAY	11													0		0
SATURDAY	12															
SUNDAY	13															
MONDAY	14													0		0
TUESDAY	15													0		0
WEDNESDAY	16													0		0
THURSDAY	17													0		0
FRIDAY	18													0		0
SATURDAY	19															
SUNDAY	20															
MONDAY	21													0		0
TUESDAY	22													0		0
WEDNESDAY	23													0		0
THURSDAY	24													0		0
FRIDAY	25													0		0
SATURDAY	26															
SUNDAY	27															
MONDAY	28													0		0
TUESDAY	29													0		0
WEDNESDAY	30													0		0
THURSDAY														0		0
FRIDAY														0		0
SATURDAY																
SUNDAY																
MONDAY														0		0
TOTAL				0	0	0	0	0	0	0	0	0	0	0	0	0

OBSERVATIONS

RESPONSIBLE SIGNATURE

EMPLOYEE SIGNATURE