**后勤服务公司员工月考勤汇总表**

**部门： 年 月**

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| **姓名** | **出勤** | **事假** | **病假** | **加班** | **其他** |
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| **备注：事假、病假请附假条。** | | | | | |

**部门负责人： 分管领导：**