**Stundennachweis für Mitarbeiter/-innen**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Stand Arbeitszeitkonto am:\_\_\_\_\_\_\_\_\_\_\_\_

**Abrechnungsmonat:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Urlaubstage/Stand am:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wöchentliche Arbeitszeit:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Datum** | Vormittags | | Pause 1 | Nachmittags | | Pause 2 | Zusätzliche Arbeitszeit | Gesamt-  stunden | Grund für  Mehrstunden | Woche  +/- |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
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| 10. |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |
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| 16. |  |  |  |  |  |  |  |  |  |
| 17. |  |  |  |  |  |  |  |  |  |
| 18. |  |  |  |  |  |  |  |  |  |
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| 20. |  |  |  |  |  |  |  |  |  |
| 21. |  |  |  |  |  |  |  |  |  |
| 22. |  |  |  |  |  |  |  |  |  |
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| 27. |  |  |  |  |  |  |  |  |  |
| 28. |  |  |  |  |  |  |  |  |  |
| 29. |  |  |  |  |  |  |  |  |  |
| 30. |  |  |  |  |  |  |  |  |  |
| 31. |  |  |  |  |  |  |  |  |  |
| **Summe** | | | | | | | |  |  |

Zu übertragene Überstunden/Mehrstunden nach Abrechnung durch

Vorgesetze/r:

|  |  |
| --- | --- |
| 1. Richtigkeit  Meiner Eintragungen | 2. Sachliche Richtigkeit |
|  |  |
| Datum + Unterschrift Mitarbeiterin | Datum Unterschrift Vorgesetze/r |