|  |  |
| --- | --- |
| **ADI SOYADI** |  |
| **GÖREV YERİ** |  |
| **GÖREVİ** | [ ]  **Büro ve Sekretarya**  | [ ]  **Genel Temizlik** |
| [ ]  **Bakım Onarım** | [ ]  **Şoför** |
| [ ]  **6360 ve 5510 Kanun Kapsamında Çalışan (Genel Sekreterlik Bünyesi)** |
| **TARİH** | **GİRİŞ SAATİ** | **İMZA** | **ARA DİNLENME** | **ÇIKIŞ SAATİ** | **İMZA** |
| **01.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **02.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **03.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **04.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **05.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **06.09.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **07.09.2025** |  |
| **08.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **09.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **10.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **11.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **12.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **13.09.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **14.09.2025** |  |
| **15.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **16.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **17.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **18.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **19.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **20.09.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **21.09.2025** |  |
| **22.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **23.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **24.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **25.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **26.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **27.09.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **28.09.2025** |  |
| **29.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **30.09.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |

**BİRİM AMİRİ ONAY**

 Kaşe / İmza