|  |  |
| --- | --- |
| **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** |
| **01.01.2025** | ***1 OCAK YILBAŞI TATİLİ*** |
| **02.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **03.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **04.01.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **05.01.2025** |  |
| **06.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **07.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **08.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **09.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **10.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **11.01.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **12.01.2025** |  |
| **13.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **14.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **15.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **16.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **17.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **18.01.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **19.01.2025** |  |
| **20.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **21.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **22.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **23.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **24.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **25.01.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **26.01.2025** |  |
| **27.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **28.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **29.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **30.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |
| **31.01.2025** | ***08.00*** |  | **12.00-13.00** | ***17.00*** |  |

**BİRİM AMİRİ ONAY**

 Kaşe / İmza