|  |  |
| --- | --- |
| **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** |
| **01.03.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **02.03.2025** |  |
| **03.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **04.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **05.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **06.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **07.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **08.03.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **09.03.2025** |  |
| **10.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **11.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **12.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **13.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **14.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **15.03.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **16.03.2025** |  |
| **17.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **18.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **19.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **20.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **21.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **22.03.2025** | ***08.00*** |  |  | ***13.00*** |  |
| **23.03.2025** |  |
| **24.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **25.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **26.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **27.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **28.03.2025** | ***08.00*** |  | **12.00-13.00** | ***18.00*** |  |
| **29.03.2025** | ***08.00*** |  | ***13.00*** | ***RAMAZAN BAYRAMI ARİFESİ*** |
| **30.03.2025** | ***RAMAZAN BAYRAMI 1. GÜN*** |
| **31.03.2025** | ***RAMAZAN BAYRAMI 2. GÜN*** |

**BİRİM AMİRİ ONAY**

 Kaşe / İmza