**教学团队教师弹性坐班情况汇总表**

部 门：化学化工学院 年 月

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| 姓名 | 所在团队名称 | 弹性坐班  **缺勤天数** | 其中缺勤原因（天） | | | | | | | | | 备注 |
| 病假 | 事假 | 进修学习 | 丧假 | 公假 | 旷工 | 产假 | 婚假 | 其它 |
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注：1. “弹性坐班缺勤天数” 只填写当月缺勤 **工作日。**

2、仅填写缺勤人员情况（如全勤只需在备注中注明全勤），当月缺勤，请附相关证明复印件。

3、每月3日前由部门负责上报上月考勤汇总表 。

**部门负责人签字 考勤员签字 年 月 日**

**部门盖章：**