様式第4号(第37条関係)

特殊勤務手当実績簿兼整理簿

(　　年　　月分)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 手当名 |  | | | | 所属名 |  | | 職名 | |  | | 氏名 | |  | |
| 日(曜日) | | 業務等の内容 | | | 従事職員確認 | 業務等の区分または手当額の区分 | | | | | | | | | 摘要 |
|  |  | |  | |  | |  | |
| 1(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 2(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 3(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 4(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 5(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 6(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 7(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 8(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 9(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 10(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 11(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 12(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 13(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 14(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 15(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 16(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 17(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 18(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 19(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 20(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 21(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 22(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 23(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 24(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 25(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 26(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 27(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 28(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 29(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 30(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 31(　　) | |  | | |  |  |  | |  | |  | |  | |  |
| 支給額の算定 | 給与担当者の確認 | |  | 業務等日数等計 | |  |  | |  | |  | |  | | 計  円 |
| 手当額 | |  |  | |  | |  | |  | |
| 任命権者の確認 | |  |
| 支給額 | |  |  | |  | |  | |  | |

備考

　1　当該手当の支給要件または手当額の区分ごとに、当該手当の額が、従事した日一日につき定められている場合は○を、時間等により定められている場合は時間数等を記入する。

　2　「摘要」欄には、手当の支給において従事した時間等が支給要件となっている場合に当該業務等に従事した時間等を記入する。