様式第7号(第16条関係)

(表)

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| 時間外勤務並びに休日等出勤命令書  年　　月　分 | | | | | | | 所属 | | |  | | | | |
| 職名 | | |  | | | | |
| 職員番号 | | |  | | | | |
| 氏名 | | |  | | | | |
| 番号 | | |  | | | | |
| 日 | 命令 | 課長 | 課長補佐 | 係長 | 仕事の内容 | 命令時間 | | | 勤務時間数 | | | | | 照合 |
| 始 | | 終 | A  125  100 | B  150  100 | C  135  100 | D  160  100 | 計 |
|  |  |  |  |  |  | 時分 | | 時分 |  |  |  |  |  |  |
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| 日 | 命令 | 課長 | 課長補佐 | 係長 | 仕事の内容 | 命令時間 | | 勤務時間数 | | | | | 照合 |
| 始 | 終 | A  125  100 | B  150  100 | C  135  100 | D  160  100 | 計 |
|  |  |  |  |  |  | 時分 | 時分 |  |  |  |  |  |  |
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| 合計 | | | 時間数 | | | | |  |  |  |  |  |  |

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| 区分 | | 時間数 | 1時間又は1回当たり給与額 | 給与額 | | |
| 計算額 | 支給額 | 摘要 |
| 時間外勤務並びに休日等勤務手当 | A |  |  |  |  |  |
| B |  |  |  |  |  |
| C |  |  |  |  |  |
| D |  |  |  |  |  |
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| 合計 | |  |  |  |  |  |

備考　町長(所属長)は、職員に時間外勤務等を命ずるときは、勤務の内容、時間外勤務等の時間等をそれぞれ命令書の該当欄に記入の上押印し命ずること。