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| ORGANIZACE : | **EVIDENCE DOCHÁZKY** | Vysvětlivky:1. Evidenci docházky odevzdá každé pracoviště UK FSV **do 2. dne následujícího měsíce do osobního oddělení** s podpisem vedoucího pracoviště (za instituty s podpisem ředitele) a osoby, která docházku zpracovala.
2. **A** - absence neoml., **D** - dovolená, **N** - nemoc, **O** - ošetřování člena rodiny, **P1** - prac. volno s náhradou mzdy, tj. důležité překážky ve smyslu platného znění Nařízení.vlády č.590/2006 Sb., pracovní cesty, studijní pobyty, (dokládané cestovními příkazy, či příkazy k vyslání na prac. cestu do zahraničí), ***\**** *u kódu P1 je třeba písemně sdělit o jaký druh P1 se jedná,* **T** – tvůrčí volno, **S** - svátky a ostatní dny volna, **MD** – mateřská dovolená, **NV** - neplacené volno, **RD** – rodičovská dovolená.
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| PRACOVISTĚ : | za měsíc: | rok: |
| Příjmení, jméno, titul | Dny měsíce | Počet odpraco-vaných dnů | Počet neodpracovaných dnů |
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Dne: Zpracoval:

\*Poznámka: Podpis vedoucího pracovníka :