**年次有給休暇取得状況チェック表**部署名：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 氏　名 | 年度始めの  保有日数 | 予定・取得日数 | 取得予定日数 | | | | | | | | | | | |
| 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 1月 | 2月 | 3月 |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 予定日数 |  |  |  |  |  |  |  |  |  |  |  |  |
| 取得日数 |  |  |  |  |  |  |  |  |  |  |  |  |