|  |  |
| --- | --- |
|  | （安老院名稱） |
| **員工外出工作紀錄** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **日期** | **姓名及職位** | **工作詳情**  **（如護送／陪診或代住客 購物，應註明住客姓名）** | **外出工作地點** | **離開院舍時間** | **預計返回院舍時間** | **實際返回院舍時間** | **員工簽名** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |