|  |  |  |
| --- | --- | --- |
| **MES:** | **AÑO:** | **PLACA:** |
| **NOMBRE DEL EMPLEADO:** | **CÉDULA:** |
| **CARGO:** |  |
| **NOMBRE DEL DIRECTIVO:** |  |
| **DEPENDENCIA:** |  |

| **DIA** | **TIEMPO EXTRA** | **TIEMPO EXTRA** | **Vo. Bo.****FUNCIONARIO AUTORIZADO** | **OBSERVACIONES** |
| --- | --- | --- | --- | --- |
| **HORAS** | **HORAS** |
| **DIURNA** | **NOCTURNA** | **DIURNA** | **NOCTURNA** |
| **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** |  |  |  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **TOTAL HORAS EXTRAS HOJAS 1 Y 2** |
| **DOMINICALES Y FESTIVAS** | **ORDINARIAS** |
| DIURNAS |  | DIURNAS |  |
| NOCTURNAS |  | NOCTURNAS |  |
| **FIRMA EMPLEADO** | **Vo. Bo. JEFE INMEDIATO** |