**xx单位xx年寒假（暑假）值班统计表**

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| **姓名** | **值班日期** | **值班天数** | **补贴额**  **（元）** | **一卡**  **通号** |
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| **合计** | **/** |  |  | **/** |

**注：补贴额按照40元/天计算。表格可增加行数。**

填表人： 联系电话：

单位负责人签字： 单位公章：

学校审核意见： 人事处审核意见：