Nome do Servidor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Número Funcional: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lotação: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Referência:** **MAIO/2021**

**SECRETARIA DO TRABALHO E DESENVOLVIMENTO SOCIAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **F O L H A D E F R E Q U Ê N C I A** | | | | | | | | | **SGD:** | | | | |
|  | | | | | | | | | **TIPO DE TRABALHO** | | |  | |
|  | | **ENTRADA** | **SAÍDA** | **ASSINATURA** | | **ENTRADA** | **SAÍDA** | **ASSINATURA** | **PRESENCIAL** | | **REMOTO** | **VISTO CHEFE** | |
| **01** | **SAB** | **FERIADO** | | | |  | | | **FERIADO** | | | | |
| **02** | **DOM** | **DOMINGO** | | | |  |  |  | **DOMINGO** | | | | |
| **03** | **SEG** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **04** | **TER** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **05** | **QUA** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **06** | **QUI** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **07** | **SEX** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **08** | **SAB** | **SÁBADO** | | |  | | |  | **SÁBADO** | | | | |
| **09** | **DOM** | **DOMINGO** | | |  | | |  | **DOMINGO** | | | | |
| **10** | **SEG** | **:** | **:** |  | | **:** | **:** |  | **( )** | **( )** | |  | |
| **11** | **TER** | **:** | **:** |  | | **:** | **:** |  | **( )** | **( )** | |  | |
| **12** | **QUA** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **13** | **QUI** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **14** | **SEX** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **15** | **SAB** | **SÁBADO** | | | |  |  |  | **SÁBADO** | | | | |
| **16** | **DOM** | **DOMINGO** | | | |  |  |  | **DOMINGO** | | | | |
| **17** | **SEG** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **18** | **TER** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | | **SABADO** |  |  |  | **SABADO** |
| **19** | **QUA** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **20** | **QUI** | **FERIADO** | | | |  | |  | **FERIADO** | | | | |
| **21** | **SEX** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** | |  |
| **22** | **SAB** | **SÁBADO** | | | |  |  |  | **SÁBADO** | | | | |
| **23** | **DOM** | **DOMINGO** | | | |  |  |  | **DOMINGO** | | | | |
| **24** | **SEG** | **:** | **:** |  | | **:** | **:** |  | **( )** | **( )** | |  | |
| **25** | **TER** | **:** | **:** |  | | **:** | **:** |  | **( )** | **( )** | |  | |
| **26** | **QUA** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **27** | **QUI** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **28** | **SEX** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |
| **29** | **SAB** | **SÁBADO** | | | |  |  |  | **SÁBADO** | | | | |
| **30** | **DOM** | **DOMINGO** | | | |  |  |  | **DOMINGO** | | | | |
| **31** | **SEG** | **:** | **:** |  | | **:** | **:** |  | **( )** | | **( )** |  | |

**OBS:** Este documento deverá ser entregue sem rasuras ou corretivo, até o 5º dia útil do mês subsequente: SETAS/GGP.

**OBS:** Qualquer tipo de afastamento acima de 03 (três) dias, entrar em contato com o RH para orientações sobre os procedimentos quanto ao afastamento do servidor.

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**ASSINATURA DO SERVIDOR ASSINATURA DO CHEFE IMEDIATO**