|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | | | |  | | | | | | |  | | |  | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
| Организация | | | |  | | | |  | | | | | | |  | | |  | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
|  | | | |  | | | |  | | | | | | |  | | |  | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
|  | | | |  | | | |  | | | | | | | Дата | | | | | | | Номер | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
|  | | | | Записка - расчет | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
|  | | | |  | | | |  | | | | | | |  | |  | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
| Трудовой договор | | | | | | | | | | | | | | |  | | | | | № | | | | | | | | | | | | | | |  | | | | | | | | | | | Дата | | | | | | | | | | |  | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| ФИО сотрудника | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Подразделение | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Должность | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Дата увольнения | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Основание увольнения | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Приказ о прекращении трудового договора | | | | | | | | | | | | | | |  | | | | | № | | | | | | | | | | | | | |  | | | | | | | | | | Дата | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Период учитываемого отпускного стажа | | | | | | | | | | | | | | |  | | | | | Дата начала | | | | | | | | | | | | | |  | | | | | | | | | | Дата окончания | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Количество дней отпуска | | | | | | | | | | | | | | |  | | | | | Использовано авансом | | | | | | | | | | | | | | Не использовано | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | |  | | | |  | | | | | | |  | |  | | | | |  | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
| Должность ответственного за заполнение | | | | | | | | Подпись | | | | | | | Расшифровка подписи | | | | | | | | | | | | | | | | Дата составления | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | |  | | | |  | |  | | |  | | | | |  | | | |
|  | | |  | | | | | | | | | | | | | | | | |  | | | |  | |  | | |  | | | | |  | | | |
|  | | | | | | | |  | | | | | | |  | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | |  | | | |  | | | | | | |  | |  | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | | | |  | | | |  | | | |  | | | |  | | | | | |
| Расчет среднего заработка для отпускных | | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Месяц | | 1 | | | | 2 | | | | | 3 | | | |  | | | | | 4 | | | | | 5 | | | | | | 6 | | | | | | | | 7 | | | | | | | | | 8 | | 9 | | | | | | | | | | | 10 | | | | | | | | 11 | | | | | | | | 12 | | | | | | | | Итого | | | | | | | |
| Год | |  | | | |  | | | | |  | | | |  | | | | |  | | | | |  | | | | | |  | | | | | | | |  | | | | | | | | |  | |  | | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | |
| Суммы, учитываемые в расчете | | |  | | | |  | | | | |  | | | |  | | | | |  | | | | |  | | | | | |  | | | | | | | |  | | | | | | | | |  | |  | | | | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | |
| Количество дней в расчетном периоде | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | Сумма компенсации | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | |  | | | |  | | | | | |  | | | | | | | | | |  | | | | | | |  | | | | |  | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Виды начислений | | | | |  | | | | | Сумма начислений | | | | | | | | | | | | | | | | | | | Виды удержаний | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | Сумма удержаний | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
| Итого | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | Итоговая сумма к выплате | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |  | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | |  | | |  | | | |  | | | |  | | | |  | | |
| Должность работника проводившего расчет | | | | | | | | | | | | | | Подпись | | | | | | | | | | Расшифровка подписи | | | | | | | | | | | | | | | | | | Дата составления | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | |  |
|  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | |  |
|  | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | |  | | | |  | | | |  | | |  |