

Attendance Record

Employee Name: _____ Current Calendar Year: _____

Social Security Number: _____ Date of Hire: _____

D=Discipline

J=Jury Duty

O=Out

V=Vacation

F=Funeral

L=Leave of Absence*
*(medical/personal)

P=Personal

U=Unexcused

H=Holiday

S=Sick

W=Workers' Compensation

Use the reverse side of this sheet to record "other" absences and make any notes.

	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
JANUARY																															
FEBRUARY																															
MARCH																															
APRIL																															
MAY																															
JUNE																															
JULY																															
AUGUST																															
SEPTEMBER																															
OCTOBER																															
NOVEMBER																															
DECEMBER																															

