EMPLOYEE ATTENDANCE RECORD

EMPLOYEE	
I. D. NO.	SOC. SEC. NO.
DEPT.	DATE HIRED
19___	VACATION DUE
SICK LEAVE DUE	DATE

DAILY SUMMARY

	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
JAN																														
FEB																														
MAR																														
APR																														
MAY																														
JUNE																														
JULY																														
AUG																														
SEPT																														
OCT																														
NOV																														
DEC																														

MONTHLY SUMMARY
DAYS ABSENT

UA 1																														
EA 2																														
FS 3																														
V 4																														
JD 5																														

PS 6																												
D 7																												
M 8																												
LA 9																												
LO 10																												

1-UA UNEXCUSED ABSENCE	5-JD JURY DUTY	9-LA LEAVE OF ABSENCE
2-EA EXCUSED ABSENCE	6-PS PERSONAL SICKNESS	10-LO LAID OFF
3-FS FAMILY SICKNESS	7-D DISCIPLINE	11-OTHER
4-V VACATION	8-M MILITARY LEAVE	12-OTHER