EMPLOYEE ATTENDANCE RECORD

EMPLOYEE	
I. D. NO.	SOC. SEC. NO.
DEPT.	DATE HIRED
20___	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