

2017 Attendance Record

Name _____
LAST FIRST MIDDLE

Hire Date _____

Position _____

Employee/Payroll # _____ Dept. _____

Telephone # _____

Vacation Days _____
 # Personal Days _____
 # Sick Days _____
 # Extended Sick _____

	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																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

- Key:**
- | | | | |
|------------------------------|----------------------|-----------------------|-----------------------------------|
| A - Accident (Workers' Comp) | I - Illness (Self) | N - No Call/No Show | S - Suspension |
| C - Training/Seminar | J - Jury Duty | O - Layoff | T - Tardy |
| D - Death in Family/Funeral | K - Illness (Family) | P - Personal | U - Unexcused |
| E - Extended Sick Leave | L - Leave of Absence | Q - Early Quit | V - Vacation |
| F - Family/Medical Leave | M - Military Service | R - Religious Holiday | W - Transportation/Weather |
| H - Holiday | | | X - Mandated Day-Delivery Drivers |

Notes

	Personal Days			Sick Days			Extended Sick Days			Vacation Days		
	# for 2017 _____			# for 2017 _____			# for 2017 _____			# for 2017 _____		
	# left from 2016 _____			# left from 2016 _____			# left from 2016 _____			# left from 2016 _____		
	Allowed	Used	Available	Allowed	Used	Available	Allowed	Used	Available	Allowed	Used	Available
Jan												
Feb												
Mar												
Apr												
May												
Jun												
Jul												
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