NAME _____ EMPLOYEE # _____

SUMMARY OF COMMUNICATIONS: Be sure to indicate date and all pertinent quotations and facts, both formal and informal.

SICK DAYS			UPDATE CHART ON MONTHLY PAGES	VACATION DA	
Allowed in 2015 _____				Earned in 2015 _____	
Carried over from 2014 _____				Carried over from 2014 _____	
ALLOWED	TAKEN	AVAILABLE		EARNED	TAKEN
			JANUARY		
			FEBRUARY		
			MARCH		
			APRIL		
			MAY		
			JUNE		
			JULY		
			AUGUST		
			SEPTEMBER		
			OCTOBER		
			NOVEMBER		
			DECEMBER		

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2015 Attendance Calendar™

Absence Codes

- A Absent
- V Vacation
- T Tardy
- H Holiday
- L Layoff
- P Partial Day Worked
- LE Left Early
- O Other _____

TIP: Use red ink to denote an unexcused absence.

No.	Reason	No.	Reason
1	Lack of Work	11	Death in Family
2	Sick (Employee)	12	Jury Duty/Court
3	Family Sickness	13	Birthday
4	Accident - Self or family - off site	14	Military
5	Injury on Job	15	Weather
6	Personal	16	Medical Appt.
7	Discipline	17	Recognition
8	Leave of Absence	18	Floating Holiday
9	Transportation	19	Comp. Time
10	Unknown	20	FMLA
		21	

Name _____

Dept. _____ Hire Date _____ Emp. # _____

Position _____

Address _____

Street City

_____ Phone ( ) _____

State ZIP Code

JANUARY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
				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	

FEBRUARY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
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	

MARCH							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
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					

APRIL							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
			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			

MAY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
					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							

JUNE							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
	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					

JULY							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
			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		

AUGUST							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
						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						

SEPTEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
		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				

OCTOBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
				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	

NOVEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
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						

DECEMBER							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTAL
		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			