

2010 Attendance Tracker

Absence Codes

- A** Absent
- H** Holiday
- L** Layoff
- LE** Left Early
- P** Partial Hours Worked
- T** Tardy
- V** Vacation

TIP: Use RED ink to denote an UNEXCUSED absence.

Reason Codes

- 1** Lack of Work
- 2** Sick (Employee)
- 3** Family Sickness
- 4** Accident (self or family, off site)
- 5** Injury on Job
- 6** Personal
- 7** Discipline
- 8** Leave of Absence
- 9** Transportation
- 10** Unknown
- 11** Death in Family
- 12** Jury Duty/Court
- 13** Birthday
- 14** Military
- 15** Weather
- 16** Medical Appt.
- 17** Recognition
- 18** Floating Holiday
- 19** Comp. Time
- 20** FMLA
- 21** _____

Name _____

Position _____ Empl. # _____

Dept. _____ Hire Date ____/____/____

Address _____
Street

City _____ State _____ ZIP Code _____

Phone (____) _____

Denotes Legal Public Holidays

January							
S	M	T	W	T	F	S	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							
31	25	26	27	28	29	30	
Notes _____							

February							
S	M	T	W	T	F	S	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							
Notes _____							

March							
S	M	T	W	T	F	S	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				
Notes _____							

April							
S	M	T	W	T	F	S	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		
Notes _____							

May							
S	M	T	W	T	F	S	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						
30	31	25	26	27	28	29	
Notes _____							

June							
S	M	T	W	T	F	S	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				
Notes _____							

July							
S	M	T	W	T	F	S	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	
Notes _____							

August							
S	M	T	W	T	F	S	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					
Notes _____							

September							
S	M	T	W	T	F	S	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			
Notes _____							

October							
S	M	T	W	T	F	S	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							
31	25	26	27	28	29	30	
Notes _____							

November							
S	M	T	W	T	F	S	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					
Notes _____							

December							
S	M	T	W	T	F	S	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		
Notes _____							

Name _____ Employee # _____

Summary of communication with employee: Be sure to indicate date and all pertinent quotations and facts, both formal and informal.

Date	Notes	Paid	Unpaid	Additional Hours Worked
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				
/ /				

TIP: Update this chart monthly.	Sick Time			Vacation Time		
	Allowed in 2010 _____			Earned in 2010 _____		
	Carried over from 2009 _____			Carried over from 2009 _____		
	Allowed	Taken	Available	Earned	Taken	Available
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Record of communications involving excessive absence:

Date ____/____/____ Verbal Warning Written Notice

Comments _____

Date ____/____/____ Verbal Warning Written Notice

Comments _____

Date ____/____/____ Verbal Warning Written Notice

Comments _____

Date ____/____/____ Verbal Warning Written Notice

Comments _____

This calendar is to be filed in the employee's personnel folder after the year's end.