Employee Name _____ Employee Number _____

Date of Hire: _____ Last Date of Work: _____

*Courtesy* Pacific Employers

# 2018 Attendance Record

## January

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | 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 | | | | |

Month Totals (Day/Code)

## February

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | | 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 | | | | |

Month Totals (Day/Code)

## March

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | | 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 | |

Month Totals (Day/Code)

## April

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| 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 | | | | | | |

Month Totals (Day/Code)

## May

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | 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 | | | |

Month Totals (Day/Code)

## June

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | | | 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 | |

Month Totals (Day/Code)

## July

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| 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 | | | | | |

Month Totals (Day/Code)

## August

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | 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 | | |

Month Totals (Day/Code)

## September

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23<br>30 | 24 | 25 | 26 | 27 | 28 | 29 | |

Month Totals (Day/Code)

## October

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | 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 | | | | |

Month Totals (Day/Code)

## November

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | | 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 | | |

Month Totals (Day/Code)

## December

| S | M | T | W | T | F | S | Days Used |
|---|---|---|---|---|---|---|---|
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23<br>30 | 24<br>31 | 25 | 26 | 27 | 28 | 29 | |

Month Totals (Day/Code)

CODES:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A | Absence Unexcused | E | Excused Absence | I | Injury on the Job | ML | Military Leave |
| B | Birthday | F | Funeral | J | Jury Duty | PL | Personal Leave |
| CD | Company Doctor | FS | Family Sick | LA | Leave of Absence | S | Sickness |
| D | Doctor Appointment | FH | Floating Holiday | LE | Left Early | SL | Sick Leave |
| DL | Disability Leave | H | Holiday | LO | Lay Off | T | Tardy |