

Employee Name \_\_\_\_\_

SS Number \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Last Date of Work: \_\_\_\_\_



Pacific Employers

# 2011 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 | 24 |           |
| 25 | 26 | 27 | 28 | 29 | 30 |    |           |

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 | 24 |           |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |           |

Month Totals (Day/Code)

### CODES:

A Absence Unexcused  
 B Birthday  
 CD Company Doctor  
 D Doctor Appointment  
 DL Disability Leave

E Excused Absence  
 F Funeral  
 FS Family Sick  
 FH Floating Holiday  
 H Holiday

I Injury on the Job  
 J Jury Duty  
 LA Leave of Absence  
 LE Left Early  
 LO Lay Off

ML Military Leave  
 PL Personal Leave  
 S Sickness  
 SL Sick Leave  
 T Tardy



Courtesy Pacific Employers