

Employee Name _____

Social Security Number _____

Date of Hire: _____

Last Date of Work: _____

2012 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	29				

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