

Employee Attendance Record

Name: _____																															
20__	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
Jan.																															
Feb.																															
Mar.																															
April																															
May																															
June																															
July																															
Aug.																															
Sept.																															
Oct.																															
Nov.																															
Dec.																															

Late		Days Absent			Absence Code: <div style="display: flex; justify-content: space-between;"> <div> A – Sick B – Illness in family C – Personal Day </div> <div> D – Vacation G – Excused Absence F – Unexcused Absence </div> </div>	
Hrs.	Min.	Sick	Excused	Unexcused		