

2016 Attendance Calendar

Absence Codes

A-Absent **V**-Vacation

T-Tardy **H**-Holiday

L-Layoff **P** -Partial Hrs.

Red number denotes
An **unexcused absence**.

Black number denotes
An excused **absence**

No. Reason

- 1 Lack of Work
- 2 Sick (Employee)
- 3 Family sick
- 4 Family leave
- 5 Job injury
- 6 Personal
- 7 Discipline
- 8 LOA
- 9 Transportation
- 10 Unknown

No. Reason

- 11 Bereavement
- 12 Jury duty
- 13 Birthday
- 14 Military
- 15 Weather
- 16 Doctor Appt.
- 17 Holiday
- 18 Comp time
- 19 _____

Name _____ **SS#** _____

Title _____ **Emp. #** _____

Department _____ **Hire Date** _____

Address _____

JANUARY

S	M	T	W	T	F	S
					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						

FEBRUARY

S	M	T	W	T	F	S
	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					

MARCH

S	M	T	W	T	F	S
		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		

APRIL

S	M	T	W	T	F	S
					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

MAY

S	M	T	W	T	F	S
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				

JUNE

S	M	T	W	T	F	S
			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		

JULY

S	M	T	W	T	F	S
					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						

AUGUST

S	M	T	W	T	F	S
	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			

SEPTEMBER

S	M	T	W	T	F	S
				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	

OCTOBER

S	M	T	W	T	F	S
					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					

NOVEMBER

S	M	T	W	T	F	S
		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			

DECEMBER

S	M	T	W	T	F	S
				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

January
1 New Year's Day
18 Martin Luther King

February
15 President's Day

March
25 Good Friday
27 Easter

May
30 Memorial Day

July
4 Independence Day

September
5 Labor Day

November
11 Veterans Day
24 Thanksgiving Day

December
25 Christmas Day
31 New Year's Eve

NAME _____

EMPLOYEE# _____

SUMMARY OF COMMUNICATION: Both formal and informal. Be sure to indicate date and all pertinent quotations and facts. This form should contain a record of ongoing communications as required by current law.

SICK DAYS				VACATION DAYS		
ALLOWED IN 2016				EARNED FOR 2016		
CARRIED OVER FROM 2015				CARRIED OVER FROM 2015		
ALLOWED	TAKEN	AVAILABLE	UPDATE CHART ON MONTHLY BASIS	EARNED	TAKEN	AVAILABLE
			JANUARY			
			FEBRUARY			
			MARCH			
			APRIL			
			MAY			
			JUNE			
			JULY			
			AUGUST			
			SEPTEMBER			
			OCTOBER			
			NOVEMBER			
			DECEMBER			

- VERBAL WARNING
- WRITTEN NOTICE

DATE: _____

COMMENTS: _____

- VERBAL WARNING
- WRITTEN NOTICE

DATE: _____

COMMENTS: _____

- VERBAL WARNING
- WRITTEN NOTICE

DATE: _____

COMMENTS: _____

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