[Company or Municipality Name]

YEAR:

[Return to Menu]

Hire Date:

EMPLOYEE DAILY ATTENDANCE RECORD

EMPLOYEE NAME: [Lastname, Firstname]

Termination Date:

MON.	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	A	C	D	DP	FD	FI	H	I	J	L	LP	P	S	F	V	W	X	*	Total
Jan																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Feb																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mar																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Apr																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
July																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aug																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sept																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oct																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec																																0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																														YEARLY TOTALS:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																														Allowed by Policy This Year:			0	0				0		0	0				0			0		
																														Over Allowed Amount:			0	0				0		0	0				0			0		
																														Under Allowed Amount:			0	0				0		0	0				0			0		
																														Carry Over From Last Year:			0	0				0		0	0				0			0		
																														Balance This Year:			0	0				0		0	0				0			0		
																														Balance to Carry Over to Next Year:			0	0				0		0	0				0			0		

KEY:

A	= Accident at Work/Home	I	= Illness	V	= Vacation		
C	= Comp. Day	J	= Jury Duty	W	= Wellness Day		
D	= Disciplinary Leave (Unpaid)	L	= Leave of Absence (Unpaid)	X	=	Unknown and Unexcused Absence	
DP	= Disciplinary Leave (Paid)	LP	= Leave of Absence (Paid)	*1	=		
FD	= Family Death	P	= Personal Preference Day	*2	=		
FI	= Family Illness	S	= Snow Day	*3	=		
H	= Holiday	F	= Family Medical Leave Act	Blank = Regular Worked Day or Weekend			

TOTAL Sick Day Liability Accrual as of 12/31: 0

TOTAL Vacation Day Liabiliy as of 12/31: 0

Per day gross pay

Sick Day Accrual: 0.00

Vacation Accrual: 0.00

NOTES:

Approved By: _____ Date: _____

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