



ANNUAL ATTENDANCE RECORD

Employee:

Date of Hire:

Department:

Position:

January 1 to December 31, []

Day	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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Comments:



ABSENCE CODES:

Vacation.....V	Funeral.....F	Leave of Absence.....LOA
Holiday.....H	Work-Related Injury.....W-RI	Late.....L
Sick.....S	Disability, Non-Work-Related.....D-N	Left Early.....LE
Jury Duty...JD	Personal Leave.....PL	Family & Medical Leave.....FMLA
		Paid Time Off.....PTO
Military Leave.....ML		Other.....O