

## ATTENDANCE RECORD KEEPING FORM

Name: \_\_\_\_\_ Employee/Payroll Number: \_\_\_\_\_ Dept. \_\_\_\_\_  
Last                      First                      Middle

Hire Date: \_\_\_ / \_\_\_ / \_\_\_ Telephone: ( \_\_\_ ) \_\_\_ - \_\_\_ Vacation Days Due: \_\_\_\_\_ Sick Days Due: \_\_\_\_\_

**ATTENDANCE HISTORY** Year \_\_\_\_\_

- |                      |                    |                          |                          |
|----------------------|--------------------|--------------------------|--------------------------|
| A – Attendance       | B – Birthday       | C – Partial Hours Worked | D – Death in Family      |
| E – Excused          | F – Family Illness | G – Discipline           | H – Holiday              |
| I – Illness-Self     | J – Jury Duty      | K – Transportation       | L – Leave of Absence     |
| M – Military         | N – Medical Appt.  | O – Family/Medical Leave | P – Personal             |
| Q – Early Quit       | R – Recognition    | S – Suspension           | T – Tardy                |
| U – Unexcused (AWOL) | V – Vacation       | W – Weather              | X – Accident off the Job |
| Z – Layoff           |                    |                          |                          |

|      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
|      | 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  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Apr  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| May  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| June |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| July |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Aug  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Sept |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Oct  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Nov  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Dec  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| Tot  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |

|           | Sick Time |       |           | Vacation Time |       |           |
|-----------|-----------|-------|-----------|---------------|-------|-----------|
|           | Allowed   | Taken | Available | Earned        | Taken | Available |
| January   |           |       |           |               |       |           |
| February  |           |       |           |               |       |           |
| March     |           |       |           |               |       |           |
| April     |           |       |           |               |       |           |
| May       |           |       |           |               |       |           |
| June      |           |       |           |               |       |           |
| July      |           |       |           |               |       |           |
| August    |           |       |           |               |       |           |
| September |           |       |           |               |       |           |
| October   |           |       |           |               |       |           |
| November  |           |       |           |               |       |           |
| December  |           |       |           |               |       |           |

Warning Notices or Verbal Reprimands Given for Repeated Absences:

|                 |                           |           |       |
|-----------------|---------------------------|-----------|-------|
| Date:           |                           | Comments: |       |
| ___ / ___ / ___ | G Verbal G Warning Notice |           | _____ |
| ___ / ___ / ___ | G Verbal G Warning Notice |           | _____ |
| ___ / ___ / ___ | G Verbal G Warning Notice |           | _____ |