

2018 EMPLOYEE ATTENDANCE CALENDAR

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Absence Codes

- ☐ Tardy ☐ Holiday  
☐ Partial Hrs. Worked ☐ Layoff  
☐ \_\_\_\_\_ ☐ Vacation

Red number denotes unexcused absence.  
Black number denotes excused absence.

No. Reason

1. Lack of work  
2. Sick (Employee)  
3. Family sickness  
4. Accident -self or family - out of plant  
5. Plant injury  
6. Personal  
7. Discipline  
8. Leave of absence  
9. Transportation  
10. No call / No show  
11. Death (family)  
12. Jury/Court

No. Reason

13. Birthday  
14. Military  
15. Weather  
16. Medical Appt.  
17. FMLA  
18. Termination  
19. Left Early  
20. Suspension  
21. Unexcused  
22. \_\_\_\_\_  
23. \_\_\_\_\_  
24. \_\_\_\_\_  
25. \_\_\_\_\_

Name: \_\_\_\_\_  
Employee #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ SS#: \_\_\_\_\_  
Dept. \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
Vacation Time: \_\_\_\_\_

JANUARY

| S  | M  | T  | W  | T  | F  | S  | Total |
|----|----|----|----|----|----|----|-------|
|    | 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    |    | 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 |    |    |    |       |

MARCH

| S  | M  | T  | W  | T  | F  | S  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    |    | 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  | Total |
|----|----|----|----|----|----|----|-------|
| 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    | 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    |    |    | 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  | Total |
|----|----|----|----|----|----|----|-------|
| 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    | 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    |    |    |    | 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  | Total |
|----|----|----|----|----|----|----|-------|
|    | 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    |    | 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  | Total |
|----|----|----|----|----|----|----|-------|
|    |    |    |    |    |    | 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 |    |    |    |    |    |       |



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