

2025 Attendance Calendar™

Absence Codes

A - Additional Hours	J - Jury Duty	T - Tardy
B - Bereavement	K - Termination	U - Unexcused
C - Partial Hours Worked	L - Leave of Absence	V - Vacation
D - Doctor's Appointment	LE - Left Early	X - Illness in the Family
E - Excused	LO - Layoff	Y - Floating Holiday
F - FMLA	M - Military Leave	Z - Last Day Worked
G - Injury on Job	N - No Call/No Show	--
H - Holiday	P - Personal	--
I - Illness - Self	S - Suspension	--

☐ = Legal Public Holidays

Name: _____
 Department: _____ Hire Date: ____/____/____
 Position: _____ Phone #: (____) _____
 Employee/Payroll #: _____
 Vacation Time: _____ Sick 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		

Notes _____

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		

Notes _____

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						

Notes _____

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				

Notes _____

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	

Notes _____

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						

Notes _____

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			

Notes _____

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							

Notes _____

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					

Notes _____

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		

Notes _____

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							

Notes _____

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				

Notes _____