

2021

Employee Attendance Calendar Free Excel Template

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y				
1																													
2	Employee Attendance Calendar 2021																												
3																													
4	Employee Name												Employee #																
5	Department												Position																
6	Hire date																												
7	Attendance codes						G. Injury on job						J. Jury duty						PT. PTO						V. Vacation				
8	B. Bereavement						H. Holiday						L. Labor Day weekend						S. Suspension						- .				
9	D. Doctor's appointment						I. Illness						N. No call/no show						T. Tardy						- .				
10	F. FMLA						J. Jury duty						P. Personal						U. Unexcused						- .				
11																													
12	January							February							March														
13	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa								
14						1	2		1	2	3	4	5	6		1	2	3	4	5	6								
15	3	4	5	6	7	8	9		7	8	9	10	11	12	13		7	8	9	10	11	12	13						
16	10	11	12	13	14	15	16		14	15	16	17	18	19	20		14	15	16	17	18	19	20						
17	17	18	19	20	21	22	23		21	22	23	24	25	26	27		21	22	23	24	25	26	27						
18	24	25	26	27	28	29	30		28								28	29	30	31									
19	31																												
20																													
21	April							May							June														
22	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa								
23					1	2	3							1			1	2	3	4	5								
24	4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12						
25	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19						
26	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24								
27	25	26	27	28	29	30		23	24	25	26	27	28	29			27	28	29	30									
28									30	31																			
29																													
30	July							August							September														
31	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa								
32					1	2	3		1	2	3	4	5	6	7				1	2	3	4							
33	4	5	6	7	8	9	10		8	9	10	11	12	13	14		5	6	7	8	9	10	11						