# 2025 Attendance Calendar™

Name: _____ Employee #: _____

| Date | Notes | Paid | Unpaid | Additional Hours Worked |
|---|---|---|---|---|
| / / | | | | |
| / / | | | | |

**Quarterly Absence Totals**

| Reason/ Code | 1st | 2nd | 3rd | 4th | Year Total |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |
| | | | | | |
| Quarter Total ▶ | | | | | |

**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: _____ (Last / First / Middle)

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 _____

**Notes**

**Comments**

nel file at the end of each year.