

2010 Attendance Tracker

Absence Codes

A Absent
H Holiday
L Layoff
LE Left Early
P Partial Hours Worked
T Tardy
V Vacation

TIP: Use RED ink to denote an UNEXCUSED absence.

Reason Codes

1 Lack of Work
2 Sick (Employee)
3 Family Sickness
4 Accident (self or family, off site)
5 Injury on Job
6 Personal
7 Discipline
8 Leave of Absence
9 Transportation
10 Unknown
11 Death in Family
12 Jury Duty/Court
13 Birthday
14 Military
15 Weather
16 Medical Appt.
17 Recognition
18 Floating Holiday
19 Comp. Time
20 FMLA
21 _____

Name _____

Position _____ Empl. # _____

Dept. _____ Hire Date ____/____/____

Address _____
 _____ Street

____ City _____ State _____ ZIP Code _____

Phone (____) _____

☐ Denotes Legal Public Holidays

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							
31	25	26	27	28	29	30	

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						
30	31	25	26	27	28	29	

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							
31	25	26	27	28	29	30	

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 _____