

National Holidays =	
Company Holidays =	
Vacation Scheduled =	
Vacation taken =	
Sick Day taken =	S S S
Personal day taken =	

S S S

Employee and Vacation Time Off

Employee		January																														
Date		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