

Employee Vacation Tracker

January	Dates of Absence																					
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Employee 1			V	V	V	V							V									
Employee 2					S	S				P										S		
Employee 3			P											S								
Employee 4							P												V	V	V	
Employee 5				S	V	V											S					
January Total	0	0	2	2	3	3	1	0	0	0	1	0	1	1	0	0	1	0	1	2	1	
Color Key					V	Vacation			P	Personal			S	Sick			J	Jury Duty				