

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			