

Employee Name _____ Employee Number _____

Date of Hire: _____ Last Date of Work: _____



Courtesy Pacific Employers 2021 Attendance Record

January

S	M	T	W	T	F	S	Days				Used
								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											

Month Totals (Day/Code)

February

S	M	T	W	T	F	S	Days				Used
		1	2	3	4	5	6				
8	9	10	11	12	13						
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28											

Month Totals (Day/Code)

March

S	M	T	W	T	F	S	Days				Used
		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								

Month Totals (Day/Code)

April

S	M	T	W	T	F	S	Days				Used
							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						

Month Totals (Day/Code)

May

S	M	T	W	T	F	S	Days				Used
									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										

Month Totals (Day/Code)

June

S	M	T	W	T	F	S	Days				Used
		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								

Month Totals (Day/Code)

July

S	M	T	W	T	F	S	Days				Used
							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					

Month Totals (Day/Code)

August

S	M	T	W	T	F	S	Days				Used
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									

Month Totals (Day/Code)

September

S	M	T	W	T	F	S	Days				Used
			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							

Month Totals (Day/Code)

October

S	M	T	W	T	F	S	Days				Used
							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											

Month Totals (Day/Code)

November

S	M	T	W	T	F	S	Days				Used
		1	2	3	4	5	6				
8	9	10	11	12	13						
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30									

Month Totals (Day/Code)

December

S	M	T	W	T	F	S	Days				Used
			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						

Month Totals (Day/Code)

CODES: A Absence Unexcused
 B Birthday
 CD Company Doctor
 DD Doctor Appointment
 DL Disability Leave

E Excused Absence
 F Funeral
 FS Family Sick
 FH Floating Holiday
 H Holiday

I Injury on the Job
 J Jury Duty
 LA Leave of Absence
 LE Left Early
 LO Lay Off

ML Military Leave
 PL Personal Leave
 S Sickness
 SL Sick Leave
 T Tardy