

Absentee Record

Employee Name _____ Employee Number _____

Current Year _____ Job Title _____

Date of Hire _____ / _____ / _____ Eligible Sick Days _____ Eligible Vacation Days _____

D = DISCIPLINE	J = JURY DUTY	O = OTHER	V = VACATION
F = FUNERAL	L = LEAVE OF ABSENCE	P = PERSONAL (paid)	U = UNEXCUSED
H = HOLIDAY	(medical/personal)	S = SICK	W = WORKERS' COMPENSATION

	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	
JANUARY																																
FEBRUARY																																
MARCH																																
APRIL																																
MAY																																
JUNE																																
JULY																																
AUGUST																																
SEPTEMBER																																
OCTOBER																																
NOVEMBER																																
DECEMBER																																

Use reverse side of card for clarification of "other" absences and management notes.

MONTH	DAY	REASON FOR OTHER

Management Notes
