

ANNUAL ATTENDANCE RECORD

Employee: _____ Date of Hire: _____

Department: _____ Position: _____

January 1 to December 31, [Year]

Day	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
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Comments:

ABSENCE CODES:

Vacation.....V	Funeral.....F	Leave of Absence.....LOA
Holiday.....H	Work-Related Injury.....W-RI	Late.....L
Sick.....S	Disability, Non-Work-Related.....D-N	Left Early.....LE
Jury Duty.....JD	Personal Leave.....PL	Family & Medical Leave.....FMLA
		Paid Time Off.....PTO