

Company Name

Employee Attendance Record

Name _____

Employee No. _____

Dept. _____

Month of _____

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							

Codes:

x = present

S = sick day

J = jury duty

Blank = regular day off

P = personal day

L = leave

V = vacation

H = holiday

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Monthly Summary

	Vacation	Sick	Personal	Holiday	
Prior YTD					
Current Month					
YTD Totals					

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