

Employee Absence Record

_____ (year)

Name _____ Employee Number _____

Address _____ Telephone () _____

City _____ State _____ Zip _____

Social Security Number _____ Date of Employment _____

Department _____ Position _____

Instructions: Enter the date(s) of excused and unexcused absences, with the appropriate codes. Use this form to determine when vacation time and sick leave has been earned and used. This record makes it easy to review the employee's absence record with just a glance. Use black for excused and red for unexcused.

Codes: V = Vacation, T = Tardy, U = Unexcused absence, S = Sick Leave, D = Death in Family, J = Jury Duty, P = Partial Day, I = Illness in Family, _____ = _____, _____ = _____.

January

Date(s)	Code	Date(s)	Code

February

Date(s)	Code	Date(s)	Code

March

Date(s)	Code	Date(s)	Code

April

Date(s)	Code	Date(s)	Code

May

Date(s)	Code	Date(s)	Code

June

Date(s)	Code	Date(s)	Code

July

Date(s)	Code	Date(s)	Code

August

Date(s)	Code	Date(s)	Code

September

Date(s)	Code	Date(s)	Code

October

Date(s)	Code	Date(s)	Code

November

Date(s)	Code	Date(s)	Code

December

Date(s)	Code	Date(s)	Code