Attendance points tracker

Employee: _____ Points as of: _____ Manager: _____

Date	Occurrence type	Details	Points	Expires on	Active?	Recorded by

Occurrence type	Points
Late arrival (15+ minutes)	0.5
Left early without approval	0.5
Absence with notice	1
Absence without proper notice	2
No-call no-show	3
Protected leave (FMLA, sick leave law)	0
Approved time off	0

Active points: _____ Current step: _____ Points drop off 12 months after the occurrence. Never assign points for FMLA leave or leave protected by a state or city sick leave law.

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