Monthly attendance sheet

Month: Location: Manager:

Employee	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	X	V	S	P	H	U	L	E	F

Codes: X = Worked as scheduled V = Vacation or PTO S = Sick P = Personal day H = Paid holiday U = Unpaid or unexcused absence L = Late arrival E = Left early F = FMLA or other protected leave

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