Employee attendance tracker

Employee: Year: Department:

Month	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	V	S	P	H	U	L	E	F
January																																							
February																																							
March																																							
April																																							
May																																							
June																																							
July																																							
August																																							
September																																							
October																																							
November																																							
December																																							
Total																																							

Codes: 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

Write one code per day; leave normal workdays blank. Keep protected leave coded F.

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