Attendance Record

Employee _____ Year _____ Social Security # _____ Department _____

Title _____ Exempt _____ Non-Exempt _____

Date of Hire _____ Available Vacation Days _____ Monthly Accrual Rate _____

Available Sick Days _____ Monthly Accrual Rate _____

	Start Total																															**Total Used**		**Accrual**	
	S	V	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	S	V	S	V
Jan																																					
Feb																																X	X				
Mar																																					
Apr																																	X				
May																																					
June																																	X				
July																																					
Aug																																					
Sept																																	X				
Oct																																					
Nov																																	X				
Dec																																					

1. Enter the balance of sick leave and vacation days available (if any) at the beginning of the month you commence using this form.
2. Calculate the monthly accrual for sick leave and vacation days for this employee according to your company policy. At the beginning of each month, subtract "used" vacation and sick leave from the balance and add in earned accrual to get new total.
3. Record absences on this form and indicate the reason for the absence in the box representing the day.

Comments: _____

Code for accruals and other paid hours used as part of leave:

S = Sick Leave
V = Vacation Leave
J = Jury Duty
T = Tardy
L = Left Early
P = Pregnancy Disability Leave
R = Returned Late from lunch/break
B = Bereavement
I = Industrial Injury
F = Family Leave
D = Disciplinary Leave
O = Other