

DEPARTMENT \_\_\_\_\_

NUMBER \_\_\_\_\_

MONTH \_\_\_\_\_ 20\_\_\_\_

**EMPLOYEE ATTENDANCE RECORD**

NAME	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	TOTAL		
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V = VACATION  
PD = PERSONAL LEAVE DAY

SS = SICKNESS-SELF  
SF = SICKNESS IN FAMILY

F = FITNESS SICK LEAVE  
F3 = FITNESS COUNTY TIME

DF = DEATH IN FAMILY  
J = JURY DUTY