DAILY ATTENDANCE RECORD

YEAR: _____

NAME:	DEPARTMENT:	NUMBER:

	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	A	AH	D	FD	FI	H	I	J	L	LO	P	V	X
JAN																																												
FEB																																												
MAR																																												
APR																																												
MAY																																												
JUN																																												
JUL																																												
AUG																																												
SEP																																												
OCT																																												
NOV																																												
DEC																																												
YEARLY TOTALS																																												

A = Accident at Work
AH = Accident at Home
D = Disciplinary Layoff
FD = Family Death
FI = Family Illness
H = Holiday
I = Illness
J = Jury Duty
L = Leave of Absence
LO = Layoff
P = Personal Reasons
V = Vacation
X = Unknown