



2016 Attendance Calendar

Name	Employee #																		Department			Hire Date			Telephone					Total Days Off				
	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			
January																																		
February																																		
March																																		
April																																		
May																																		
June																																		
July																																		
August																																		
September																																		
October																																		
November																																		
December																																		
																																	Yearly Total	

Absence Codes		
A Accident	J Jury Duty	S Suspension
B Birthday	K Transportation	T Tardy
C Part Day	L Leave Abs.	U Unexcused
D Death	M Military Leave	V Vacation
E Excused	N Medical Appt.	W Weather
F Family Sick	O Family Med. Leave	X Accident off job
G Discipline	P Personal	Z Layoff
H Holiday	Q Early Quit	
I Illness	R Recognition	