

ATTENDANCE/ABSENTEE REGISTER AS A CALENDAR



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2025 ATTENDANCE/ABSENTEE CALENDAR

NAME

JOB TITLE

DEPARTMENT

EMPLOYEE ID

START DATE

PHONE (M)

PHONE (H)

2025

CODES FOR ABSENCE

A Absent
V Annual Leave
H Holiday
L Late
E Left Early

2025

2023 ATTENDANCE CALENDAR		ANNUAL LEAVE / VACATION			SICK LEAVE									
		M	T	W	T	F	S	S	ACCRUED	USED	AVAILABLE	ACCRUED	USED	AVAILABLE
1	JANUARY	30	31	01	02	03	04	05						
2		06	07	08	09	10	11	12						
3		13	14	15	16	17	18	19						
4		20	21	22	23	24	25	26						
5	FEBRUARY	27	28	29	30	31	01	02						
6		03	04	05	06	07	08	09						
7		10	11	12	13	14	15	16						
8		17	18	19	20	21	22	23						
9	MARCH	24	25	26	27	28	01	02						
10		03	04	05	06	07	08	09						
11		10	11	12	13	14	15	16						
12		17	18	19	20	21	22	23						
13		24	25	26	27	28	29	30						
14	APRIL	31	01	02	03	04	05	06						
15		07	08	09	10	11	12	13						
16		14	15	16	17	18	19	20						
17		21	22	23	24	25	26	27						
18	MAY	28	29	30	01	02	03	04						
19		05	06	07	08	09	10	11						
20		12	13	14	15	16	17	18						
21		19	20	21	22	23	24	25						
22	JUNE	26	27	28	29	30	31	01						
23		02	03	04	05	06	07	08						
24		09	10	11	12	13	14	15						
25		16	17	18	19	20	21	22						
26		23	24	25	26	27	28	29						

REASON CODES

1 Extra Hours
2 Bereavement
3 Doctor Appt (Self)
4 Doctor Appt (Family)
5 Off site Accident
6 Excused
7 Injury on Job
8 Holiday
9 Illness
10 Leave of Absence
11 Left Early
12 No Show/No Call
13 Personal
14 Late
15 Illness in the family
16 Leave
17 Unexcused
18 Transportation
19 Discipline
20 Weather
21 FMLA
22 No Work