

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