ATTENDANCE RECORD

ID:

| P-Personal | F Funeral* | LO-Leave without pay* |
| :--- | :--- | :--- |
| S-Sick | FL Family Medical* | PL-Parental Leave* |
| SO Sick Other | H Holiday* | STD-Disability* |
| V-Vacation | J-Jury Duty* | WC-Worker's Comp* |

*Total these in the "O" block at the bottom

|  | Jan'2 | Feb'2 | Mar '2 | April '2 | May '2 | June'2 | July '2 | Aug'2 | Sept'2 | Oct'2 | Nov'2 | Dec'2 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |

January 20 -December 202 Paid Leave Accrual Please indicate in number of
202 Personal accrual

Vacation Carryover 12/ 31/ 2 $\qquad$

| 202 Vacation accrual | + |
| :--- | :--- |
| 202 Amount Used | - |
| $12 / 31 / 2$ Vacation Balance | $=$ |

Sick Carryover 12/ 31/ 2
202 Sick accrual
202 Amount Used
$\qquad$

12/ 31/ 2 Sick Balance $\qquad$
Employee's Signature Date

Supervisor's Signature Date

## 3

Monday, January 1, 202 Martin Luther King, Jr. Day
Monday, May , 202 Memorial Day
ay, July , 202 Independence Day
Monday, September , 202 Labor Day
Thursday, November 2, 202
Friday, N ovember 2, 202
, December 25, 202
December 26, 202
, December 27, 202
, December 28, 202
, December 29, 202
, December 30, 202
, December 31, 202
, January 1, 202

Thanksgiving Day
Day after Thanksgiving
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break

