

## 2019-2020 PERSONNEL ATTENDANCE RECORD

Name:	ATTENDANCE CODES: Be sure to write in the number of hours. <b>S</b> = Sick <b>L</b> = Unpaid Leave <b>B</b> = Bereavement <b>I</b> = In-Service/Professional <b>P</b> = Personal <b>J</b> = Jury Duty <b>V</b> = Vacation <b>[not applicable to covenanted]</b>
Position:	Vacation Days [hrs] carried forward from previous year:
SSN:	Vacation Days [hrs] accrued current year:
Days Per Contract Year:	Vacation Days [hrs] used current year:
Hours Per Day:	<b>TOTAL:</b>
Employee Signature:	Sick Days [hrs] carried forward from previous year:
	Sick Days [hrs] accrued current year:
Supervisor Signature:	Sick Days [hrs] used current year:
	<b>TOTAL:</b>

SEPTEMBER 2019						OCTOBER 2019						NOVEMBER 2019						DECEMBER 2019					
M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL
2	3	4	5	6			1	2	3	4						1		2	3	4	5	6	
9	10	11	12	13		7	8	9	10	11		4	5	6	7	8		9	10	11	12	13	
16	17	18	19	20		14	15	16	17	18		11	12	13	14	15		16	17	18	19	20	
23	24	25	26	27		21	22	23	24	25		18	19	20	21	22		23	24	25	26	27	
30						2	29	30	31			25	26	27	28	29		30	31				
JANUARY 2020						FEBRUARY 2020						MARCH 2020						APRIL 2020					
M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL
		1	2	3		3	4	5	6	7		2	3	4	5	6				1	2	3	
6	8	9	10	11		10	11	12	13	14		9	10	11	12	13		6	7	8	9	10	
13	14	15	16	17		17	18	19	20	21		16	17	18	19	20		13	14	15	16	17	
20	21	22	23	24		24	25	26	27	28		23	24	25	26	27		20	21	22	23	24	
27	28	29	30	31								30	31					27	28	29	30		
MAY 2020						JUNE 2020						JULY 2020						AUGUST 2020					
M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL	M	T	W	T	F	TOTAL
				1		1	2	3	4	5				1	2	3		3	4	5	6	7	
4	5	6	7	8		8	9	10	11	12		6	7	8	9	10		10	11	12	13	14	
11	12	13	14	15		15	16	17	18	19		13	14	15	16	17		17	18	19	20	21	
18	19	20	21	22		22	23	24	25	26		20	21	22	23	24		24	25	26	27	28	
25	26	27	28	29		29	30					27	28	29	30	31		31					