

2020-2021 PERSONNEL ATTENDANCE RECORD

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

SEPTEMBER 2020					
M	T	W	T	F	TOTAL
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
OCTOBER 2020					
M	T	W	T	F	TOTAL
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	27	29	30	
NOVEMBER 2020					
M	T	W	T	F	TOTAL
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
DECEMBER 2020					
M	T	W	T	F	TOTAL
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
JANUARY 2021					
M	T	W	T	F	TOTAL
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
FEBRUARY 2021					
M	T	W	T	F	TOTAL
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
MARCH 2021					
M	T	W	T	F	TOTAL
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
APRIL 2021					
M	T	W	T	F	TOTAL
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
MAY 2021					
M	T	W	T	F	TOTAL
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
JUNE 2021					
M	T	W	T	F	TOTAL
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
JULY 2021					
M	T	W	T	F	TOTAL
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
AUGUST 2021					
M	T	W	T	F	TOTAL
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					