EMPLOYEE ATTENDANCE RECORD

BEGINNING BALANCE FROM 6/30	
Accumulated Vacation Leave (AV)	
Accumulated Sick Leave (AS)	

Fiscal Year ___/___

Name_____ **Social Security Number**_____

Initial Date of Employment_____

Department_____ **Rate of Vacation Accumulation**_____

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	*TOTAL*
July	USED																																
	AV																																
	AS																																
AUG	USED																																
	AV																																
	AS																																
SEPT	USED																																
	AV																																
	AS																																
OCT	USED																																
	AV																																
	AS																																
NOV	USED																																
	AV																																
	AS																																
DEC	USED																																
	AV																																
	AS																																

EMPLOYEE ATTENDANCE RECORD

BEGINNING BALANCE FROM 12/31	
Accumulated Vacation Leave (AV)	
Accumulated Sick Leave (AS)	

Fiscal Year ___/___

Name_____ **Social Security Number**_____

Initial Date of Employment_____

Department_____ **Rate of Vacation Accumulation**_____

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	*TOTAL*
JAN	USED																																
	AV																																
	AS																																
FEB	USED																																
	AV																																
	AS																																
MAR	USED																																
	AV																																
	AS																																
APRIL	USED																																
	AV																																
	AS																																
MAY	USED																																
	AV																																
	AS																																
JUNE	USED																																
	AV																																
	AS																																