

**ABSENTEE CALENDAR**  
20\_\_

- Tardiness
- UA (Unsched. annual)
- UB (Unsched. sick)

- UK (Unsched. K-time)
- UL (Unsched. leave w/o pay)

Name \_\_\_\_\_

**JANUARY**

S	M	T	W	T	F	S

**FEBRUARY**

S	M	T	W	T	F	S

**MARCH**

S	M	T	W	T	F	S

**APRIL**

S	M	T	W	T	F	S

**MAY**

S	M	T	W	T	F	S

**JUNE**

S	M	T	W	T	F	S

**JULY**

S	M	T	W	T	F	S

**AUGUST**

S	M	T	W	T	F	S

**SEPTEMBER**

S	M	T	W	T	F	S

**OCTOBER**

S	M	T	W	T	F	S

**NOVEMBER**

S	M	T	W	T	F	S

**DECEMBER**

S	M	T	W	T	F	S

Employee Name: \_\_\_\_\_ **Documentation Summary:** Record any comments, verbal or written communications, or actions relating to the employee's attendance record in the space provided below. Be sure to date these notes, and include any other pertinent documentation needed.

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SUMMARY OF EMPLOYEE'S ABSENCES						
Month	Tardiness	UA (unscheduled annual)	UB (unscheduled sick)	UK (unscheduled k- time)	UL (unscheduled leave w/o pay)	
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						
Oct						
Nov						
Dec						