

## ATTENDANCE RECORD

*Only Enter Data into Yellow Cells*

Year													Name													Title															
DOH													Unit													FTE															
Prior 12 Months Occurrences	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Enter prior years total occurrences by month into the cells at left and as the month passes delete the contents of that cell																												Total
Month	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										
Jul																																	0.0								
Aug																																	0.0								
Sep																																	0.0								
Oct																																	0.0								
Nov																																	0.0								
Dec																																	0.0								
Jan																																	0.0								
Feb																																	0.0								
Mar																																	0.0								
Apr																																	0.0								
May																																	0.0								
Jun																																	0.0								
<b>TOTAL</b>																																<b>0.0</b>									

Record each time away from work using the codes below.  
 Record Tardy if 7 minutes late or left 7 minutes early  
 Record Tardy if less than 2 hours late or left work less than 2 hrs early

Supervisory Action Needed  
**Commendation**

RECORD AS ABSENCE OCCURRENCE		Code Totals																
I	Non Scheduled Personal Illness, Accident,	MO	I	O	T	M	F	H	D	B	DT	E	J	ML	P	S	W	SM
F	Non Scheduled FMLA	Jul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M	Non Scheduled MLOA	Aug	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O	Other Personal Reasons (Unscheduled PTO)	Sep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	* Family Issues	Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	* Late for Work Excuses	Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	* Unscheduled Time off w/o pay	Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	* Etc.	Jan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T	Tardy	Feb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H	Holiday Absence (day of or either side)	Mar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NOT COUNTED AS ABSENCE		Apr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B	Bereavement	May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D	Disciplinary Suspension Time Off	Jun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DT	Down Time (Census Management)	TOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E	Scheduled Education Time																	
J	Jury Duty																	
ML	Military Leave																	
P	Scheduled PTO or EIB																	
S	Scheduled Time Off W/O Pay																	
W	Worker Compensation																	
SM	Scheduled MLOA or FMLA																	

Disciplinary Tracking
Verbal Warning Date
Written Warning Date
Final Warning Date
Termination Date