Absenteeism Tracking



Employee Name: _____

Month/Year: _____

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Adjust	1	2	3	4	5	6	7
Dates				V			
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
		LWP					
	22	23	24	25	26	27	28
	29	30	31				
			P				

P = Personal dayV = Vacation day

A = Absent, called in sick

LWP = Leave Without Pay

This record is to be maintained by the supervisor and sent to Personnel monthly for filing.

Supervisors Signature: _____

Date: _____