

EMPLOYEE ATTENDANCE SUMMARY

1. EMPLOYEE'S NAME	2. SUPERVISOR'S NAME
3. DEPARTMENT, DIVISION, UNIT	
4. RECORDS OF ABSENCES: Sick Leave - <i>Red</i> Vacation - <i>Blue</i> Off Payroll - <i>Green</i> Holiday - <i>Brown</i> Personal Holiday - <i>Purple</i>	

STATE PAY PERIOD CALENDAR FOR 2023

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">JANUARY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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					<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">FEBRUARY 21 DAYS 168 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>1</td><td></td><td></td><td></td></tr> </table>				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	1				<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">MARCH 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>					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																		
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																																																																																																																										
			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	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																																																																																																																							
<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">APRIL 21 DAYS 168 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							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	1						<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">MAY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td></td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>				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					<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">JUNE 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>					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		
						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	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																																																																																																																									
				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																																																																																																																							
<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">JULY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td></td><td></td><td></td><td></td></tr> </table>							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	1					<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">AUGUST 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td></td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td></td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td></td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>				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				<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">SEPTEMBER 21 DAYS 168 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td></td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td></td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td></td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>						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	
						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	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																																																																																																																								
					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																																																																																																																						
<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">OCTOBER 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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					<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">NOVEMBER 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>				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			<p style="text-align: center; font-weight: bold;">S M T W T F S</p> <p style="text-align: center;">DECEMBER 21 DAYS 168 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td></td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td></td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td></td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						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											
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																																																																																																																										
			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																																																																																																																								
					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																																																																																																																												

ANALYSIS OF ABSENCE RECORD FROM _____ to _____	5. PERSONAL HOLIDAY Number of Hours _____
6. VACATION A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____	7. SICK LEAVE This Employee Average Other Employees A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ C. Present Sick Leave Balance: Days _____ Hours _____
8. ABSENCE WITHOUT PAY A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____	9. TOTAL ABSENCES A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____
10. NUMBER OF WORKING DAYS IN THE PERIOD _____ NUMBER OF WORKING HOURS IN THE PERIOD _____	11. PERCENTAGE OF WORKING DAYS IN THE PERIOD _____ PERCENTAGE OF WORKING HOURS IN THE PERIOD _____

(OVER FOR 2024 SUMMARY)

EMPLOYEE ATTENDANCE SUMMARY

1. EMPLOYEE'S NAME _____	2. SUPERVISOR'S NAME _____
3. DEPARTMENT, DIVISION, UNIT _____	
4. RECORDS OF ABSENCES: Sick Leave - <i>Red</i> Vacation - <i>Blue</i> Off Payroll - <i>Green</i> Holiday - <i>Brown</i> Personal Holiday - <i>Purple</i>	

STATE PAY PERIOD CALENDAR FOR 2024

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

<p>S M T W T F S</p> <p>JANUARY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>		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					<p>S M T W T F S</p> <p>FEBRUARY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>31</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>				31	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			<p>S M T W T F S</p> <p>MARCH 21 DAYS 168 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						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							<p>S M T W T F S</p> <p>APRIL 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>		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					<p>S M T W T F S</p> <p>MAY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>				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			<p>S M T W T F S</p> <p>JUNE 21 DAYS 168 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td>31</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						31	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							<p>S M T W T F S</p> <p>JULY 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>		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					<p>S M T W T F S</p> <p>AUGUST 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td>31</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>				31	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			<p>S M T W T F S</p> <p>SEPTEMBER 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td></td><td>30</td><td>31</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>						30	31	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						<p>S M T W T F S</p> <p>OCTOBER 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>			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				<p>S M T W T F S</p> <p>NOVEMBER 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td></td><td></td><td></td><td></td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>					31	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	<p>S M T W T F S</p> <p>DECEMBER 22 DAYS 176 HRS</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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				
	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	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																																																																																																																																																																																																																																																																																																																																																																																																																																																																
					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																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
	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																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
			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	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																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
	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	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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
		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	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																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

<p>ANALYSIS OF ABSENCE RECORD FROM _____ to _____</p>	<p>5. PERSONAL HOLIDAY Number of Hours _____</p>
<p>6. VACATION</p> <p>A. Number of Days _____ Number of Hours _____</p> <p>B. Number of Different Times _____</p>	<p>7. SICK LEAVE <i>This Employee</i> <i>Average Other Employees</i></p> <p>A. Number of Days _____ Number of Hours _____</p> <p>B. Number of Different Times _____</p> <p>C. Present Sick Leave Balance: Days _____ Hours _____</p>
<p>8. ABSENCE WITHOUT PAY</p> <p>A. Number of Days _____ Number of Hours _____</p> <p>B. Number of Different Times _____</p>	<p>9. TOTAL ABSENCES</p> <p>A. Number of Days _____ Number of Hours _____</p> <p>B. Number of Different Times _____</p>
<p>10. NUMBER OF WORKING DAYS IN THE PERIOD _____</p> <p>NUMBER OF WORKING HOURS IN THE PERIOD _____</p>	<p>11. PERCENTAGE OF WORKING DAYS IN THE PERIOD _____</p> <p>PERCENTAGE OF WORKING HOURS IN THE PERIOD _____</p>