|  |  |  |
| --- | --- | --- |
| **Employee Attendance Calendar 2022** |  |  |
|  |  |  |  |  |  |  |  |  |
| **Employee Name:** |  |  |  |  |  |   |  |  |
| **Manager Name:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Attendance Codes:** |  |  |  |  |  |  |  |  |
| A. PTO | C. Doctor’s Appointment | E. Early Logout | H. Jury Duty | J. Unexcused |  |  |  |  |
| B. Official Holiday | D. Tardy | F. Injury On Job | I. Suspension | K. Sick Leave |  |  |  |  |
|   |   |   |   |   |  |  |  |  |
| **JANUARY** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   |   |   |   | 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 |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **FEBRUARY** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   | 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 |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **MARCH** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   | 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 |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **APRIL** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   |   |   | 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 |   |  |
|  |  |  |  |  |  |  |  |  |
| **MAY** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
| 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 |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **JUNE** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   | 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 |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **JULY** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   |   |   | 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 |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **AUGUST** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   | 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 |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **SEPTEMBER** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   |   | 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 |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **OCTOBER** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   |   |   |   | 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 |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **NOVEMBER** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   | 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 |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |
| **DECEMBER** |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |  |
|   |   |   |   | 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 |   |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Employee Signature:** |  |  |  |  |  |  |   |  |
| **Manager Signature:** |  |  |  |  |  |   |   |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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