

# EMPLOYEE ATTENDANCE RECORD

Employee	Date
I.D. Number	Social Security Number
Department	Date Hired
Sick Leave Allowed	Vacation Allowed

For the Month of \_\_\_\_\_

Date	Day	Present	Vacation	Sick
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Date	Day	Present	Vacation	Sick
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_