

2023 - 2024 Attendance Grid

| | |
|---------------------|-------------------------------------|
| Name: _____ | Location: _____ |
| Position: _____ | Employee #: _____ |
| Address: _____ | City: _____ State: _____ Zip: _____ |
| Phone: () _____ | Hire Date: _____ |

Absence Codes (Write on back comments/reasons.)

Mark with colored pens

Green: Sick time

Yellow: Unexcused absence or no call, no show

Blue: Tardy, note # of minutes

Pink: Injury on duty (if partial hrs, indicate hrs missed ID-2)

Orange: Vacation (if partial hrs, indicate hrs missed V-2)

| | |
|-----|---|
| V | Vacation |
| B | Bereavement (relationship) ex. B/ M Bereavement/ Mother |
| J | Jury duty |
| S | Sick leave (if partial hrs, indicate hrs missed S-2) |
| SFM | Sick - Family Medical Leave Act |

| | |
|----|--|
| ID | Injury on duty |
| T | Tardy - specify minutes Ex: T/10 for 10 minutes tardy (Blue) |
| U | Unexcused absence, No call, No show (yellow) |
| Z | Last day worked - Z/R for resigned, Z/T for terminated |

August

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | 1 | 2 | 3 | 4 | 5 | |
| 7 | 8 | 9 | 10 | 11 | 12 | |
| 14 | 15 | 16 | 17 | 18 | 19 | |
| 21 | 22 | 23 | 24 | 25 | 26 | |
| 28 | 29 | 30 | 31 | | | |

September

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | |
| 11 | 12 | 13 | 14 | 15 | 16 | |
| 18 | 19 | 20 | 21 | 22 | 23 | |
| 25 | 26 | 27 | 28 | 29 | 30 | |

October

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| 2 | 3 | 4 | 5 | 6 | 7 | |
| 9 | 10 | 11 | 12 | 13 | 14 | |
| 16 | 17 | 18 | 19 | 20 | 21 | |
| 23 | 24 | 25 | 26 | 27 | 28 | |
| 30 | 31 | | | | | |

November

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | 1 | 2 | 3 | 4 | |
| 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | |
| 20 | 21 | 22 | 23 | 24 | 25 | |
| 27 | 28 | 29 | 30 | | | |

December

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | |
| 11 | 12 | 13 | 14 | 15 | 16 | |
| 18 | 19 | 20 | 21 | 22 | 23 | |
| 25 | 26 | 27 | 28 | 29 | 30 | |

January

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 8 | 9 | 10 | 11 | 12 | 13 | |
| 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | 31 | | | | |

February

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | | 1 | 2 | 3 | |
| 5 | 6 | 7 | 8 | 9 | 10 | |
| 12 | 13 | 14 | 15 | 16 | 17 | |
| 19 | 20 | 21 | 22 | 23 | 24 | |
| 26 | 27 | 28 | 29 | | 31 | |

March

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | |
| 11 | 12 | 13 | 14 | 15 | 16 | |
| 18 | 19 | 20 | 21 | 22 | 23 | |
| 25 | 26 | 27 | 28 | 29 | 30 | |

April

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 8 | 9 | 10 | 11 | 12 | 13 | |
| 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | | | | | |

May

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | 1 | 2 | 3 | 4 | |
| 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | |
| 20 | 21 | 22 | 23 | 24 | 25 | |
| 27 | 28 | 29 | 30 | 31 | | |

June

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| | | | | | 1 | |
| 3 | 4 | 5 | 6 | 7 | 8 | |
| 10 | 11 | 12 | 13 | 14 | 15 | |
| 17 | 18 | 19 | 20 | 21 | 22 | |
| 24 | 25 | 26 | 27 | 28 | 29 | |

July

| Mon | Tue | Wed | Thur | Fri | Sat | Total |
|-----|-----|-----|------|-----|-----|-------|
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 8 | 9 | 10 | 11 | 12 | 13 | |
| 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | 31 | | | | |

*Examples of unexcused absences may include failure to report to work as scheduled without proper call-in procedure or request, failure to report to work without proper documentation such as medical return to work, or failure to provide documentation for absence when required by supervisor.

***An attendance grid must be kept for every CS employee. This grid will serve as the documentation for attendance at the end of the school year. Supervisors will sign the attendance grid for those who qualify, make a copy and send to their coordinator/manager.**

Supervisor's Signature: _____