

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	

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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