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| MONTHLY EMPLOYEE ATTENDANCE SHEET |

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| --- | --- |
| Department: **<Department Name>** | Month / Year: **<Month> / <Year>** |

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| **Name** | | | **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** |
| **F** | **S** | **S** | **M** | **T** | **W** | **T** | | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | | **M** | **T** | **W** | **T** | **F** | **S** | **S** |
| John Smith | | AM | P |  |  | P | P | VL | P | | P |  |  | P | P | P | P | P |  | |  | P | P | P | P | P |  |  | | P | P | P | P | EM |  |  |
| PM | P |  |  | P | P | P | P | | P |  |  | P | P | P | P | P |  | |  | P | P | SL | P | P |  |  | | P | P | P | P | EM |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
|  | | AM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| **Legend:** | **P** - Present | | | | | | | | | **SL** – Sick Leave | | | | | | | | | | **EL** – Emergency Leave | | | | | | | | | **FR** – Family Responsibility | | | | | | | |
| **VL** – Vacation Leave | | | | | | | | | **ML** – Maternity Leave | | | | | | | | | | **JD** – Jury Duty | | | | | | | | | **RO** – Religious Observance | | | | | | | |