

1. EMPLOYEE'S NAME	2. SUPERVISOR'S NAME
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4. RECORDS OF ABSENCES: Sick Leave - *Red* Vacation - *Blue* Off Payroll - *Green* Holiday - *Brown* Personal Holiday - *Purple*

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S
JANUARY			22 DAYS 176 HRS			
		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			

S	M	T	W	T	F	S
FEBRUARY				21 DAYS		168 HRS
				31	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		

S	M	T	W	T	F	S
MARCH					21 DAYS	168 HRS
					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	22 DAYS 176 HRS					
	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			22 DAYS			176 HRS
			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		

JUNE					21 DAYS	168 HRS
					31	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	22 DAYS					176 HRS
	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				

AUGUST				22 DAYS		176 HRS
			31	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		

SEPTEMBER					22 DAYS	176 HRS
					30	31
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		22 DAYS				176 HRS
		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			

NOVEMBER				22 DAYS		176 HRS
				31	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				22 DAYS 176 HRS		
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				

ANALYSIS OF ABSENCE RECORD		5. PERSONAL HOLIDAY	
From _____	To _____	Number of Hours _____	
6. VACATION		7. SICK LEAVE	
A. Number of Days _____	Number of Hours _____	<div> <div>This Employee</div> <div>Average Other Employees</div> </div>	
B. Number of Different Times _____	_____	<div> <div>A. Number of Days _____</div> <div>Number of Hours _____</div> </div>	
	_____	<div> <div>B. Number of Different Times _____</div> <div>_____</div> </div>	
8. ABSENCE WITHOUT PAY		C. Present Sick Leave Balance: Days _____ Hours _____	
A. Number of Days _____	Number of Hours _____	9. TOTAL ABSENCES	
B. Number of Different Times _____	_____	<div> <div>A. Number of Days _____</div> <div>Number of Hours _____</div> </div>	
	_____	<div> <div>B. Number of Different Times _____</div> <div>_____</div> </div>	
10. NUMBER OF WORKING DAYS IN THE PERIOD _____		11. PERCENTAGE OF WORKING DAYS IN THE PERIOD _____	
NUMBER OF WORKING HOURS IN THE PERIOD _____		PERCENTAGE OF WORKING HOURS IN THE PERIOD _____	

EMPLOYEE ATTENDANCE SUMMARY

1. EMPLOYEE'S NAME _____	2. SUPERVISOR'S NAME _____
3. DEPARTMENT, DIVISION, UNIT _____	
4. RECORDS OF ABSENCES: Sick Leave - <i>Red</i> Vacation - <i>Blue</i> Off Payroll - <i>Green</i> Holiday - <i>Brown</i> Personal Holiday - <i>Purple</i>	

STATE PAY PERIOD CALENDAR FOR 2020

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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ANALYSIS OF ABSENCE RECORD From _____ To _____ 6. VACATION A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ 8. ABSENCE WITHOUT PAY A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ 10. NUMBER OF WORKING DAYS IN THE PERIOD _____ NUMBER OF WORKING HOURS IN THE PERIOD _____	5. PERSONAL HOLIDAY Number of Hours _____ 7. SICK LEAVE <i>This Employee</i> <i>Average Other Employees</i> A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ C. Present Sick Leave Balance: Days _____ Hours _____ 9. TOTAL ABSENCES A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ 11. PERCENTAGE OF WORKING DAYS IN THE PERIOD _____ PERCENTAGE OF WORKING HOURS IN THE PERIOD _____
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(OVER FOR 2019 SUMMARY)