

2015

EMPLOYEE CALENDAR

ABSENCE CODES

- U - Unexcused
E - Excused
L - Late
I - Illness
S - Suspended\*
H - Holiday
V - Vacation
X - Lay-Off
P - Personal
J - Jury

OTHER CODES

- D - Discipline\*
W - Warning\*
R - Review\*

COMP CODE \_\_\_\_\_

NAME \_\_\_\_\_

ADDR1 \_\_\_\_\_

ADDR2 \_\_\_\_\_

ADDR3 \_\_\_\_\_

HIRE DATE \_\_\_\_\_ CLK# \_\_\_\_\_

\*Document and place in employee's file. See reverse side.

JANUARY

Calendar grid for January with columns SUN-SAT and dates 1-31.

FEBRUARY

Calendar grid for February with columns SUN-SAT and dates 1-28.

MARCH

Calendar grid for March with columns SUN-SAT and dates 1-31.

APRIL

Calendar grid for April with columns SUN-SAT and dates 1-30.

MAY

Calendar grid for May with columns SUN-SAT and dates 1-31.

JUNE

Calendar grid for June with columns SUN-SAT and dates 1-30.

JULY

Calendar grid for July with columns SUN-SAT and dates 1-31.

AUGUST

Calendar grid for August with columns SUN-SAT and dates 1-31.

SEPTEMBER

Calendar grid for September with columns SUN-SAT and dates 1-30.

OCTOBER

Calendar grid for October with columns SUN-SAT and dates 1-31.

NOVEMBER

Calendar grid for November with columns SUN-SAT and dates 1-30.

DECEMBER

Calendar grid for December with columns SUN-SAT and dates 1-31.

