

Absence Management Employee Attendance Log 2009



Department:
Employee:
Supervisor:

Mark calander with corresponding
Color code:

Vacation
Illness
Holiday
Work Comp
Other: Medical Leave, Military Leave, Family Death, Jury Duty, Suspension, Unexcused, Leave w/o pay

January	February	March
M T W T F S S 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	M T W T F S S 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	M T W T F S S 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	May	June
M T W T F S S 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	M T W T F S S 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	M T W T F S S 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

Keep Notes for your records:

Notes	Date	Time Used	FMLA?

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

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July							August							September						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4 5						1 2			1	2	3	4	5 6	
6	7	8	9	10	11	12	3	4	5	6	7	8 9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15 16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22 23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29 30	28	29	30					
							31													
October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1			1	2	3	4	5 6	
5	6	7	8	9	10	11	2	3	4	5	6	7 8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14 15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21 22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28 29	28	29	30	31				
							30													

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