Health and Medical Division

ABSENTEE CARD

Employee Name:

Attendance Period: From January 1, 2003

Department: Position:

Absence Codes: A - absent T – tardy H – Holiday

1 – lack of work	4 – accident	7 – discipline	10 – unknown	13 – birthday	16 – medical appt	19 – flex time
2 – sick (employee)	5 – injury	8 – leave of absence	11 – death in family	14 – military	17 – recognition	20 – family
3 – family sickness	6 – personal	9 -transportation	12 – jury duty/court	15 – weather	18 – flex. time	

Red number denotes unexcused absence. Black number denotes excused.

	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	Total
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUN																																
JUL																																
AUG																																
SEP																																
OCT																																
NOV																																
DEC																																