<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>MONTH:</th>
</tr>
</thead>
</table>

| EMPLOYEE: | 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 | DAYS | SIGNATURE* |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

**TYPES OF ABSENCES:**

- B = BEREAVEMENT (FORM REQUIRED)
- F = FURLough
- H = HOLIDAY
- J = JURY DUTY
- N/W = NON-WORK DAY
- O = OTHER (EXPLANATION REQUIRED)
- P/D = PERSONAL DISCRETION (FORM REQUIRED)
- P/N = PERSONAL NECESSITY (FORM REQUIRED)
- S = SICK LEAVE
- S/B = SCHOOL BUSINESS
- V = VACATION (If applicable)
- W/C = WORKERS COMP

*Under Penalties of Perjury I certify that this Report is an accurate reporting of my attendance.