



# 2018 ATTENDANCE & DISCIPLINARY ACTION TRACKER



Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

## JANUARY

Su	M	Tu	W	Th	F	Sa
	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			

Comments: \_\_\_\_\_

## FEBRUARY

Su	M	Tu	W	Th	F	Sa
				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			

Comments: \_\_\_\_\_

## MARCH

Su	M	Tu	W	Th	F	Sa
				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

Comments: \_\_\_\_\_

## APRIL

Su	M	Tu	W	Th	F	Sa
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					

Comments: \_\_\_\_\_

## MAY

Su	M	Tu	W	Th	F	Sa
		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		

Comments: \_\_\_\_\_

## JUNE

Su	M	Tu	W	Th	F	Sa
					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

Comments: \_\_\_\_\_

## JULY

Su	M	Tu	W	Th	F	Sa
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				

Comments: \_\_\_\_\_

## AUGUST

Su	M	Tu	W	Th	F	Sa
			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	

Comments: \_\_\_\_\_

## SEPTEMBER

Su	M	Tu	W	Th	F	Sa
						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						

Comments: \_\_\_\_\_

## OCTOBER

Su	M	Tu	W	Th	F	Sa
	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			

Comments: \_\_\_\_\_

## NOVEMBER

Su	M	Tu	W	Th	F	Sa
				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	

Comments: \_\_\_\_\_

## DECEMBER

Su	M	Tu	W	Th	F	Sa
						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					

Comments: \_\_\_\_\_

<b>TYPE:</b>	<b>V</b> - Vacation	<b>SP</b> - Personal Illness	<b>J</b> - Jury Duty	<b>M</b> - Military Leave	<b>U</b> - Unexcused	<b>CTO</b> - Compensated Time Off	<b>W</b> - Winter Recess
	<b>P</b> - Personal	<b>SF</b> - Family Illness	<b>H</b> - Holiday	<b>L</b> - Lateness	<b>S</b> - Suspension	<b>C</b> - College Mandated Closing	<b>D</b> - Death in Family
	<b>WR</b> - Work Related Injury		<b>DB</b> - Disability Related Absence		<b>ML</b> - Medical Leave	<b>UP</b> - Unpaid Personal Leave	<b>O</b> - Other, indicate reason
	<b>* For partial days, indicate hours</b>					- Official College Holidays	
	<b>CC</b> - Coaching and Counseling	<b>VW</b> - Verbal Warning	<b>WW</b> - Written Warning	<b>SU</b> - Suspension	<b>TE</b> - Termination		