ATTENDANCE RECORD January 2023 - December 2023

Leave Codes

P-Personal S-Sick SO Sick Other V-Vacation F-Funeral* FL-Family Medical* H-Holiday* J-Jury Duty* LO-Leave without pay* PL-Parental Leave* STD-Disability* WC-Worker's Comp*

Please record using a leave code and the number of hours for each occurrence * Total these in the "O" block at the bottom

	Jan '23	Feb '23	Mar '23	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23
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Monthly Totals:

	Jan '23	Feb '23	Mar '23	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23	Totals
V													
Р													
S													
SO													
0													

Name:

ID:

Please indicate in number of hours

2023 Personal accrual (hours)

Vacation Carryover 12/31/2	(hours)	
2023 Vacation accrual	+	(hours)
2023 Amount Used		(hours)
12/31/23 Vacation Balance	=	(hours)

Sick Carryover 12/31/22		(hours)
2023 Sick accrual	+	(hours)
2023 Amount Used		(hours)
12/31/23 Sick Balance	=	(hours)

Employee's Signature

Date

Supervisor's Signature

Date

2023 HOLIDAY SCHEDULE

Monday, January 16, 2023	Martin Luther King, Jr. Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day after Thanksgiving
Monday, December 25, 2023	Winter Break
Tuesday December 26, 2023	Winter Break
Wednesday, December 27, 2023	Winter Break
Thursday, December 28, 2023	Winter Break
Friday, December 29, 2023	Winter Break
Saturday, December 30, 2023	Winter Break
Sunday, December 31, 2023	Winter Break
Monday, January 1, 2024	Winter Break
Tuesday January 2, 2024	Winter Break

Winter Break is limited to a maximum of seven (7) days of holiday pay.