## ATTENDANCE RECORD

January 2024 - December 2024

Name:

ID:

Please record using a leave code and the number of hours for each occurrence

## Leave Codes

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

LO-Leave without pay*
PL-Parental Leave*
STD-Disability*
WC-Worker's Comp*

|  | Jan '24 | Feb '24 | Mar '24 | April '24 | May '24 | June '24 | July '24 | Aug '24 | Sept '24 | Oct '24 | Nov '24 | Dec '24 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |


| 4 |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |


| 2024 Personal accrual | (hours) |
| :---: | :---: |
| Vacation Carryover 12/31/23 | (hours) |
| 2024 Vacation accrual | (hours) |
| 2024 Amount Used | (hours) |
| 12/31/24 Vacation Balance | (hours) |
| Sick Carryover 12/31/23 | (hours) |
| 2024 Sick accrual | (hours) |
| 2024 Amount Used | (hours) |
| 12/31/24 Sick Balance | (hours) |

Employee's Signature Date
Supervisor's Signature

Date

## 2024 HOLIDAY SCHEDULE

Monday, January 15, 2024
Monday, May 27, 2024
Wednesday, June 19, 2024
Thursday, July 4, 2024
Monday, September 2, 2024
Thursday, November 28, 2024
Friday, November 29, 2024
Tuesday December 24, 2024
Wednesday, December 25, 2024
Thursday, December 26, 2024
Friday, December 27, 2024
Saturday, December 28, 2024
Sunday, December 29, 2024
Monday, December 30, 2024
Tuesday December 31, 2024
Wednesday, January 1, 2025

Martin Luther King, Jr. Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break
Winter Break

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

