

# EMPLOYEE ATTENDANCE SHEET

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE ID \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_ YEAR \_\_\_\_\_

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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**P** = Present    **A** = Absent    **V** = Vacation    **ML** = Maternity Leave  
**SL** = Sick Leave    **H** = Holiday    **PTO** = Paid Time Off