Employee Attendance

Month/Year _____

Employee Name	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

P = Present **A** = Absent **V** = Vacation **ML** = Maternity Leave

SL = Sick Leave **H** = Holiday **PTO** = Paid Time Off

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