

DEPARTMENTAL ATTENDANCE RECORD

Month/Year: _____

Department: _____

Supervisor: _____

Location: _____

Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
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P = Present **A** = Absent **L** = Late **V** = Vacation **S** = Sick Leave **H** = Holiday