

# Employee Calendar



Employee Name:  
Position:  
Department:  
Department Manager:

*This Employee Calendar is to be retained in the employee's HR personnel file at the end of the year.*

## Codes:

A-Additional Hours  
B-Bereavement  
C-Partial Hours Worked  
D-Doctor's Appointment  
E-Excused  
F-FMLA  
H-Holiday

I-Illness-Self  
J-Jury Duty  
K-Termination  
L-Leave of Absence  
M-military Leave  
N-No Call/ No Show  
P-Personal

S-Suspension  
T-Tardy  
U-Unexcused  
V-Vacation  
X-Illness in Family  
Y-Floating Holiday  
Z-Last Day Worked

Date	Code	Comments

