2011 Record of Vacation and Absences

Name_____ Department_____ ext._____ Date employed __/__/__

Supervisor_____ ext._____ ☐Salary ☐Hourly ☐Full-time ☐Part-time FTE _____

	Vacation			Sick		Tardy	Jury duty	Funeral leave	Work injury	Other
Month	Days Avail.	Days Taken	Balance	Days	Hrs.	Hrs.				
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										