

M&P Attendance Record Sheet for Fiscal Year 2008-2009

Employee Name _____

Vacation _____ Bonus _____ Sick _____ Personal _____ Date of Hire _____

Balances Carried Forward _____ Equiv. Emp. Date _____

Entitlements this year _____ Employee # _____

Bonus Vacation Date ____/____/____ Reg. sched. hrs./wk. _____

Beginning Balances _____ Employee Signature _____

KEEP ALL TIME IN DAYS OR HALF-DAYS

		VACATION			BONUS VACATION			SICK		PERSONAL		
From	To	Acc	Used	Used To Date	Accrued	Available	Used	Available	Used	Available	Used	Available
1-Jul	5-Jul											
6-Jul	12-Jul											
13-Jul	19-Jul	*										
20-Jul	26-Jul											
27-Jul	2-Aug	*										
3-Aug	9-Aug											
10-Aug	16-Aug	*										
17-Aug	23-Aug											
24-Aug	30-Aug	*										
31-Aug	6-Sep											
7-Sep	13-Sep	*										
14-Sep	20-Sep											
21-Sep	27-Sep	*										
28-Sep	4-Oct											
5-Oct	11-Oct											
12-Oct	18-Oct	*										
19-Oct	25-Oct											
26-Oct	1-Nov	*										
2-Nov	8-Nov											
9-Nov	15-Nov	*										
16-Nov	22-Nov											
23-Nov	29-Nov	*										
30-Nov	6-Dec											
7-Dec	13-Dec	*										
14-Dec	20-Dec											
21-Dec	27-Dec	*										
28-Dec	3-Jan											
4-Jan	10-Jan											
11-Jan	17-Jan	*										
18-Jan	24-Jan											
25-Jan	31-Jan	*										
1-Feb	7-Feb											
8-Feb	14-Feb	*										
15-Feb	21-Feb											
22-Feb	28-Feb	*										
1-Mar	7-Mar											
8-Mar	14-Mar	*										
15-Mar	21-Mar											
22-Mar	28-Mar	*										
29-Mar	4-Apr											
5-Apr	11-Apr											
12-Apr	18-Apr	*										
19-Apr	25-Apr											
26-Apr	2-May	*										
3-May	9-May											
10-May	16-May	*										
17-May	23-May											
24-May	30-May	*										
31-May	6-Jun											
7-Jun	13-Jun	†										
14-Jun	20-Jun											
21-Jun	27-Jun	†										
28-Jun	30-Jun											

† Vacation accrued for employees working 20 or more hours with less than 22 accruals.