

# M&P Attendance Record Sheet for Fiscal Year 2009-2010

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	4-Jul											
5-Jul	11-Jul											
12-Jul	18-Jul	*										
19-Jul	25-Jul											
26-Jul	1-Aug	*										
2-Aug	8-Aug											
9-Aug	15-Aug	*										
16-Aug	22-Aug											
23-Aug	29-Aug	*										
30-Aug	5-Sep											
6-Sep	12-Sep											
13-Sep	19-Sep	*										
20-Sep	26-Sep											
27-Sep	3-Oct	*										
4-Oct	10-Oct											
11-Oct	17-Oct	*										
18-Oct	24-Oct											
25-Oct	31-Oct	*										
1-Nov	7-Nov											
8-Nov	14-Nov	*										
15-Nov	21-Nov											
22-Nov	28-Nov	*										
29-Nov	5-Dec											
6-Dec	12-Dec											
13-Dec	19-Dec	*										
20-Dec	26-Dec											
27-Dec	2-Jan	*										
3-Jan	9-Jan											
10-Jan	16-Jan	*										
17-Jan	23-Jan											
24-Jan	30-Jan	*										
31-Jan	6-Feb											
7-Feb	13-Feb	*										
14-Feb	20-Feb											
21-Feb	27-Feb	*										
28-Feb	6-Mar											
7-Mar	13-Mar	*										
14-Mar	20-Mar											
21-Mar	27-Mar	*										
28-Mar	3-Apr											
4-Apr	10-Apr											
11-Apr	17-Apr	*										
18-Apr	24-Apr											
25-Apr	1-May	*										
2-May	8-May											
9-May	15-May	*										
16-May	22-May											
23-May	29-May	*										
30-May	5-Jun											
6-Jun	12-Jun											
13-Jun	19-Jun	t										
20-Jun	26-Jun											
27-Jun	30-Jun	t										

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