

ATTENDANCE RECORD

January 2022 - December 2022

Leave Codes

- F-Funeral*
- FL-Family Medical*
- H-Holiday*
- J-Jury Duty*
- LO-Leave without pay*
- PL-Parental Leave*
- Q-Quarantine*
- STD-Disability*
- WC-Worker's Comp*

Name:

P-Personal

S-Sick

SO Sick Other

V-Vacation

ID:

Please record using a leave code and the number of hours for each occurrence * Total these in the "O" block at the bottom

	Jan '22	Feb '22	Mar '22	April '22	May '22	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22
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Monthly Totals:

	Jan '22	Feb '22	Mar '22	April '22	May '22	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Totals
V													
P													
S													
SO													
O													

January 2022-December 2022 Paid Leave Accrual

Please indicate in number of hours

2022 Personal accrual _____ (hours)

Vacation Carryover 12/31/21 _____ (hours)

2022 Vacation accrual + _____ (hours)

2022 Amount Used - _____ (hours)

12/31/22 Vacation Balance = _____ (hours)

Sick Carryover 12/31/21 _____ (hours)

2022 Sick accrual + _____ (hours)

2022 Amount Used - _____ (hours)

12/31/22 Sick Balance = _____ (hours)

Employee's Signature

Date

Supervisor's Signature

Date

2022 HOLIDAY SCHEDULE

Monday, January 17, 2022	Martin Luther King, Jr. Day
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day after Thanksgiving
Friday, December 23, 2022	Winter Break
Saturday, December 24, 2022	Winter Break
Sunday, December 25, 2022	Winter Break
Monday, December 26, 2022	Winter Break
Tuesday, December 27, 2022	Winter Break
Wednesday, December 28, 2022	Winter Break
Thursday, December 29, 2022	Winter Break
Friday, December 30, 2022	Winter Break
Saturday, December 31, 2022	Winter Break
Sunday, January 1, 2023	Winter Break
Monday, January 2, 2023	Winter Break

Winter Break is limited to a maximum of seven (7) days of holiday pay.