ATTENDANCE RECORD - REVISED

January 2020 - December 2020

T	\sim 1
1 62776	Codes
Leave	Coucs

Name:	P-Personal	F-Funeral*	LO-Leave without pay
	S-Sick	FL-Family Medical*	PL-Parental Leave*
ID:	SO Sick Other	H - Holiday*	STD-Disability*
	V-Vacation	J-Jury Duty*	WC-Worker's Comp*

Please record using a leave code and the number of hours for each occurrence

* Total these in the "O" block at the bottom

	Jan '20	Feb '20	Mar '20	April '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20
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31												

Monthly Totals:

	Jan '20	Feb '20	Mar '20	April '20	May '20	June '20	July '20	Aug '20	Sept '20	Oct '20	Nov '20	Dec '20	Totals
V													
Р													
S													
SO													
О													

2020 Personal Accrual		(hours)					
Vacation Carryover 12/31/1	19	_ (hours)					
2020 Vacation Accrual	+	(hours)					
2020 Amount Used		(hours)					
12/31/20 Vacation Balance	=	(hours)					
Sick Carryover 12/31/19		(hours)					
2020 Sick Accrual	+	(hours)					
2020 Amount Used		(hours) This should include all time used during the year					
Plus COVID Sick Time Used	l Capped a	t 5 weeks to a maximum of 175 hours					
3/13/20 - 5/14/20	+	(hours)					
5/15/20 - 8/01/20	+	(hours) Capped at 2 weeks to a maximum of 70 hours					
12/31/20 Sick Balance	=	(hours)					
Employee's Signature		Date					
Supervisor's Signature		Date					

2020 HOLIDAY SCHEDULE

Monday, January 20, 2020 Martin Luther King, Jr. Day

Monday, May 25, 2020 Memorial Day Friday, July 3, 2020 Independence Day

Monday, September 7, 2020
Tuesday, November 3, 2020
Thursday, November 26, 2020
Friday, November 27, 2020
Thursday, November 27, 2020
Thanksgiving Day
Day after Thanksgiving

Thursday, December 24, 2020 Winter Break Friday, December 25, 2020 Winter Break Saturday, December 26, 2020 Winter Break Sunday, December 27, 2020 Winter Break Monday, December 28, 2020 Winter Break Tuesday, December 29, 2020 Winter Break

Wednesday, December 30, 2020 Winter Break Thursday, December 31, 2020 Winter Break

Friday, January 1, 2021 Winter Break

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