

2019-2020 TUFTS UNIVERSITY ATTENDANCE RECORD

JULY							AUGUST							SEPTEMBER							OCTOBER													
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7		1	1	2	3	4	5							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26							
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31									
NOVEMBER							DECEMBER							JANUARY							FEBRUARY													
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
					1	2	1	2	3	4	5	6	7				1	2	3	4							1							
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8							
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15							
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22							
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31								23	24	25	26	27	28	29	
MARCH							APRIL							MAY							JUNE													
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6							
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20							
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27							
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30											
														31																				

COMMENTS

- S=Sick
- T=Tardy
- H=Holiday
- J=Jury Duty
- V=Vacation
- PD=Personal Day
- D=Death in Family
- I=Illness in Family
- A=Absent w/o Pay
- L=Extended Illness Leave
- WC=Worker's Compensation

YEAR END ABSENCE SUMMARY

Employee Name: _____

Department: _____

Date Employed: _____

Annual Sick Pay Entitlement: _____

S _____ J _____ A _____ V _____

D _____ H _____ T _____ I _____

L _____ PD _____ WC _____