EMPLOYEE NO. NAME

DEPT. HIRE DATE **REVIEW DATE** 

JOB DESC. JOB NO.

# **JANUARY**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				·

FEBR	FEBRUARY										
SUN	MON	TUE	WED	THU	FRI	SAT					
			1	2	3	4					
5	6	7	80	Ø	10	11					
12	13	14	15	16	17	18					
19	20	21	22	23	24	25					
26	27	28									

MARCH										
SUN	MON	TUE	WED	THU	FRI	SAT				
			1	2	3	4				
5	6	7	80	Ø	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31					

# ADDII

APKI	APRIL								
SUN	MON	TUE	WED	THU	FRI	SAT			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30									

MAY											
SUN	MON	TUE	WED	THU	FRI	SAT					
	1	2	3	4	5	6					
7	8	Ø	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30	31								

JUNE										
SUN	MON	TUE	WED	THU	FRI	SAT				
				1	2	3				
4	5	6	7	80	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30					

# **JULY**

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## **AUGUST**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	·	

# **SEPTEMBER**

JEF I	CIAID					
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

CCIV	OCTOBER									
SUN	MON	TUE	WED	THU	FRI	SAT				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31								

**NOVEMBER** 

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### **DECEMBER**

DECE	DECEIVIBEN										
SUN	MON	TUE	WED	THU	FRI	SAT					
					1	2					
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
31											
						CLN 32					

V - VACATION
L - LATE
A - ABSENT
O - LEAVE (Military, Maternity, Etc.)

S - SICK W - WORKERS' COMP. C - COMP DAY H - HOLIDAY P - PERSONAL DAY