**EMPLOYEE ANNUAL ATTENDANCE LIST**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire/Anniversary Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Brght. Fwd. | Year: | JAN. | FEB. | MAR. | APR. | MAY | JUNE | JULY | AUG. | SEPT. | OCT. | NOV. | DEC. | BAL. |
| VAC. | +Vac. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | - Vac. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SICK | + Sick |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | - Sick |  |  |  |  |  |  |  |  |  |  |  |  |  |
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