

# ABSENCE RECORD CARD

EMPLOYEE'S NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

	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	
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUN																																
JUL																																
AUG																																
SEP																																
OCT																																
NOV																																
DEC																																

**MORE CHARTS ON FULL RESOURCE**

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|-----------------------------|--------------------------------------|--------------------------------------|--|
| <b>A</b> Authorised Absence | <b>J</b> MORE TEXT ON FULL RESOURCE  | <b>S</b> MORE TEXT ON FULL RESOURCE  |  |
| <b>AL</b> Adoption Leave    | <b>M</b> MORE TEXT ON FULL RESOURCE  | <b>SL</b> MORE TEXT ON FULL RESOURCE |  |
| <b>AN</b> Ante Natal        | <b>P</b> MORE TEXT ON FULL RESOURCE  | <b>T</b> MORE TEXT ON FULL RESOURCE  |  |
| <b>B</b> Bereavement Leave  | <b>PL</b> MORE TEXT ON FULL RESOURCE | <b>TA</b> MORE TEXT ON FULL RESOURCE |  |
| <b>H</b> Holiday            | <b>PT</b> MORE TEXT ON FULL RESOURCE | <b>U</b> MORE TEXT ON FULL RESOURCE  |  |