

2016 EMPLOYEE ATTENDANCE CALENDAR

Form compliments of PPE.
For more copies, please use your copy machine.

Absence Codes

- Tardy Holiday
 Partial Hrs. Worked Layoff
 _____ Vacation

Red number denotes unexcused absence.

Black number denotes excused absence.

No. Reason

1. Lack of work
2. Sick (Employee)
3. Family sickness
4. Accident -self or family - out of plant
5. Plant injury
6. Personal
7. Discipline
8. Leave of absence
9. Transportation
10. No call / No show
11. Death (family)
12. Jury/Court

No. Reason

13. Birthday
14. Military
15. Weather
16. Medical Appt.
17. FMLA
18. Termination
19. Left Early
20. Suspension
21. Unexcused
22. _____
23. _____
24. _____
25. _____

Name: _____

Employee #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ SS#: _____

Dept. _____ Birth Date: _____

Position: _____ Hire Date: _____

Vacation Time: _____

JANUARY

S	M	T	W	T	F	S	Total
					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							

FEBRUARY

S	M	T	W	T	F	S	Total
	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						

MARCH

S	M	T	W	T	F	S	Total
		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			

APRIL

S	M	T	W	T	F	S	Total
					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

S	M	T	W	T	F	S	Total
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					

JUNE

S	M	T	W	T	F	S	Total
			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			

JULY

S	M	T	W	T	F	S	Total
					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

S	M	T	W	T	F	S	Total
	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

S	M	T	W	T	F	S	Total
				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

S	M	T	W	T	F	S	Total
						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

S	M	T	W	T	F	S	Total
		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

S	M	T	W	T	F	S	Total
				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	



PLASTIC PROCESS EQUIPMENT, INC.

www.ppe.com • e-mail: sales@ppe.com

6385 Montessouri Street, Las Vegas, Nevada 89113
 702-433-6385 • 800-258-8877 • Fax: 702-433-6388

11218 Challenger Avenue, Odessa, Florida 33556
 727-834-8888 • 800-282-6783 • Fax: 727-834-8873

8303 CORPORATE PARK DRIVE, MACEDONIA (Cleveland), OHIO 44056, USA

216-367-7000 • Toll Free: 800-321-0562 • Fax: 216-367-7022 • Order Fax: 800-223-8305

Toll Free: USA, Canada & Mexico
800-362-0706