CITY OF BALTIMORE	2024	ATTENDANCE RECORD
EMPLOYEE NAME		SOCIAL SECURITY NUMBER
AGENCY		ENTRY DATE

GENERAL INSTRUCTIONS

1. Using the CODES shown below, complete both sides of the "ATTENDANCE RECORD" on a regular basis.
2. Retain in employee's personnel file kept by the agency.

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	REMARKS
JAN.		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						
FEB.					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					
MAR.						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		
APR.		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				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							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		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						
AUG.					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			
SEPT.	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								
OCT.			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					
NOV.						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			
DEC.	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							

CODES FOR "ATTENDANCE RECORD" ONLY

Enter the appropriate attendance code in the proper date block. If the code applies to less than a full day, indicate the number of hours involved (for example, V-4).

V - Vacation
PL - Personal leave
S - Sick leave
ES - Extended sick leave
(HR or BE approved only)
A - Accident with pay
(job - related injury only)
AS - Accident with 1/2 day charge to sick leave

C - Compensatory leave used
H - Holiday *(or substitution – note in "remarks)*
P - Absent with permission with pay
(explain in "remarks")
XP - Absent with permission without pay
(explain in "remarks")
X - Absent without permission without pay
M - Military leave
(annual training for reservists only)

J - Jury duty or court leave
B - Bereavement *(death)* leave
T - Travel *(on City business)*
/ - Lateness *(enter amount)*
O - Regular day off

REMARKS COLUMN
FMLA - mark days used
SB - mark use of days from sick bank
SD - mark use of BE approved sick leave donations

PREVIOUS YEARS' TOTALS		
YEAR	ABSENT (S, X, & XP DAYS ONLY)	LATE
2023		
2022		
2021		

REMARKS _____

MONTH	VACATION			SICK			PERSONAL			COMPENSATORY			OTHER LEAVE TOTALS (USE CODES)
	EARNED	TAKEN	BALANCE	EARNED	TAKEN	BALANCE	EARNED	TAKEN	BALANCE	HOURS EARNED	TAKEN	BALANCE	
BAL. FROM LAST YR.													