

M&P Attendance Record Sheet for Fiscal Year 2007-2008

Employee Name _____

Vacation _____ Bonus _____ Sick _____ Personal _____ Date of Hire _____

Balances Carried Forward _____ Equiv. Emp. Date _____

Entitlements this year _____ Employee # _____

Bonus Vacation Date ____/____/____ Reg. sched. hrs./wk. _____

Beginning Balances _____ Employee Signature _____

KEEP ALL TIME IN DAYS OR HALF-DAYS

		VACATION			BONUS VACATION			SICK		PERSONAL		
From	To	Acc	Used	Used To Date	Accrued	Available	Used	Available	Used	Available	Used	Available
1-Jul	7-Jul											
8-Jul	14-Jul	*										
15-Jul	21-Jul											
22-Jul	28-Jul	*										
29-Jul	4-Aug											
5-Aug	11-Aug											
12-Aug	18-Aug	*										
19-Aug	25-Aug											
26-Aug	1-Sep	*										
2-Sep	8-Sep											
9-Sep	15-Sep	*										
16-Sep	22-Sep											
23-Sep	29-Sep	*										
30-Sep	6-Oct											
7-Oct	13-Oct	*										
14-Oct	20-Oct											
21-Oct	27-Oct	*										
28-Oct	3-Nov											
4-Nov	10-Nov											
11-Nov	17-Nov	*										
18-Nov	24-Nov											
25-Nov	1-Dec	*										
2-Dec	8-Dec											
9-Dec	15-Dec	*										
16-Dec	22-Dec											
23-Dec	29-Dec	*										
30-Dec	5-Jan											
6-Jan	12-Jan											
13-Jan	19-Jan	*										
20-Jan	26-Jan											
27-Jan	2-Feb	*										
3-Feb	9-Feb											
10-Feb	16-Feb	*										
17-Feb	23-Feb											
24-Feb	1-Mar	*										
2-Mar	8-Mar											
9-Mar	15-Mar	*										
16-Mar	22-Mar											
23-Mar	29-Mar	*										
30-Mar	5-Apr											
6-Apr	12-Apr											
13-Apr	19-Apr	*										
20-Apr	26-Apr											
27-Apr	3-May	*										
4-May	10-May											
11-May	17-May	*										
18-May	24-May											
25-May	31-May	*										
1-Jun	7-Jun											
8-Jun	14-Jun	†										
15-Jun	21-Jun											
22-Jun	28-Jun	†										
29-Jun	30-Jun											

† Vacation accrued for employees working 20 or more hours with less than 22 accruals.