| Company Name: | Month: January |
| --- | --- |
| Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Year: 2023 |

| **January** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | | **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** |
| **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** |
| Alice | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Miguel | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taryn | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rebecca | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sam | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| **Legend** |
| --- |
| **P=** Present **NW=** Non-Working Day **UA=** Unapproved Absence **O=** Other  **S=** Sick Leave **PTO=** Paid Time Off **V=** Vacation Leave **PL=** Parental Leave |

| **Totals For January** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **P** | **NW** | **UA** | **S** | **PTO** | **V** | **PL** | **O** |
| Alice |  |  |  |  |  |  |  |  |
| Miguel |  |  |  |  |  |  |  |  |
| Taryn |  |  |  |  |  |  |  |  |
| Rebecca |  |  |  |  |  |  |  |  |
| Sam |  |  |  |  |  |  |  |  |

| **Total Available Days Off** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **P** | **NW** | **UA** | **S** | **PTO** | **V** | **PL** | **O** |
| Alice |  |  |  |  |  |  |  |  |
| Miguel |  |  |  |  |  |  |  |  |
| Taryn |  |  |  |  |  |  |  |  |
| Rebecca |  |  |  |  |  |  |  |  |
| Sam |  |  |  |  |  |  |  |  |

| **Available Days Off To Be Carried Over To Next Month** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **P** | **NW** | **UA** | **S** | **PTO** | **V** | **PL** | **O** |
| Alice |  |  |  |  |  |  |  |  |
| Miguel |  |  |  |  |  |  |  |  |
| Taryn |  |  |  |  |  |  |  |  |
| Rebecca |  |  |  |  |  |  |  |  |
| Sam |  |  |  |  |  |  |  |  |