

This form is to be kept in the office in a binder available to management at all times. These records should be kept on an anniversary date to anniversary date basis. It is to include any time off, including leaves of absence, holidays, jury duty, etc. Use other side to explain time noted. Indicate how many HOURS are taken off each day. Explain all absences on back.

NAME LEE, HAE # 163 SOCIAL SECURITY NO. [REDACTED] YEAR BASED ON ANNIVERSARY DATE 10/24/98 TO 1/1

**CODES FOR ABSENCES USING PTO:**

- I - ILLNESS
- T - TARDY (HRS OR MIN)
- WP - WEATHER EMERG.
- L - LEAVE OF ABS.
- V - VACATION
- OP - OTHER, EXPLAIN ON BACK

**CODES FOR ABSENCES NOT USING PTO:**

- B - BEREAVEMENT
- J - JURY DUTY
- S - SUSPENSION
- O - OTHER, EXPLAIN ON BACK
- H - HOLIDAY
- M - MILITARY DUTY
- W - WEATHER EMERG.

TOTAL HRS PTO AVAILABLE

0

MONTH YEAR	DAY																															TOTAL HRS PTO USED	REMAIN. HRS PTO			
	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					
EXAMPLE MAY 1996	3 I	/	/	/	.15 T	1.0 T	/	/	/	2 V	/	/	/	/	/	/	/	8 B	/	/	/	/	/	/	/	/	/	5 V	/	/	/	/	/	11.25	108.75	
10 98	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
11 98	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
12 98	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
1 99	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
TOTALS																																				

END OF YEAR TOTALS:      I      V      J      H      T      M      B      S      L      O

#PTO SELLBACK/CARRYOVER

MANAGER'S SIGNATURE