**Employee Attendance Record**

|  |
| --- |
| Employee |
| I.D. #: | Social Security #: |
| Department: | Date Hired: |
| 20\_\_\_ | Vacation Due: |
| Sick Leave Due: | Ngày : |

## For The Month of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ngày  | Day | Present | Vacation | Sick |  | Ngày  | Day | Present | Vacation | Sick |
| 1 |  |  |  |  | 16 |  |  |  |  |
| 2 |  |  |  |  | 17 |  |  |  |  |
| 3 |  |  |  |  | 18 |  |  |  |  |
| 4 |  |  |  |  | 19 |  |  |  |  |
| 5 |  |  |  |  | 20 |  |  |  |  |
| 6 |  |  |  |  | 21 |  |  |  |  |
| 7 |  |  |  |  | 22 |  |  |  |  |
| 8 |  |  |  |  | 23 |  |  |  |  |
| 9 |  |  |  |  | 24 |  |  |  |  |
| 10 |  |  |  |  | 25 |  |  |  |  |
| 11 |  |  |  |  | 26 |  |  |  |  |
| 12 |  |  |  |  | 27 |  |  |  |  |
| 13 |  |  |  |  | 28 |  |  |  |  |
| 14 |  |  |  |  | 29 |  |  |  |  |
| 15 |  |  |  |  | 30 |  |  |  |  |
|  |  |  |  |  | 31 |  |  |  |  |

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ngày\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ngày \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_