

TOWN OF VIENNA, VA
ATTENDANCE TRACKING SHEET

Employee Name:		Department:	
Job Title and Employee #		Supervisor:	

Start Date: ____ / ____ / ____

Mon	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	TOTAL
Jan																																
Feb																																
Mar																																
Apr																																
May																																
Jun																																
Jul																																
Aug																																
Sep																																
Oct																																
Nov																																
Dec																																

	TOTAL	
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Show / for weekends. Indicate **No. of hours absent** + **S** for Sick; **A** for Annual; **C** for Comp Time; **L** for late