

Employee Attendance Record

Year: _____

Sr. No.	P = Present, A = Absent, B = Leave balance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Total Working Days	26	26	25	26	24	26	26	26	25	24	25	18	279
	P													
	A													
	B													
1	Michael Anderson													
	P	20	25	25	24	24	26	25	25	25	23	24	18	266
	A	4	1	0	2	0	0	1	1	0	1	1	0	11
	B	37	36	36	34	34	34	33	32	32	31	30	30	
	P													0
	A													0
	B													
	P													0
	A													0
	B													
	P													0
	A													0
	B													
	P													0
	A													0
	B													
	P													0
	A													0
	B													
	P													0
	A													0
	B													
	P													0
	A													0
	B													
	P													0
	A													0
	B													

Prepared by _____

Verified by _____