



The Varnett Public School Human Resources

ATTENDANCE HISTORY FORM

Employee Last Name	First	MI	P	Personal Time Illness Leave w/o Pay Holiday Vacation Jury Duty Funeral
Employee Number	Date of Hire		I	
			L	
			H	
			V	
			J	
			F	

IN ORDER TO DEDUCT TIME FROM LEAVE BANK AN APPROVED ABSENCE FROM DUTY FORM MUST BE ON FILE IN HUMAN RESOURCES PRIOR TO ABSENCE.

MONTH	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	SUMMARY	
AUG																																	
SEP																																	
OCT																																	
NOV																																	
DEC																																	
JAN																																	
FEB																																	
MAR																																	
APR																																	
MAY																																	
JUN																																	
JUL																																	

MONTH	P	I	L	H	V	J	F	SUMMARY	MONTH	P	I	L	H	V	J	F	SUMMARY
AUG									FEB								
SEP									MAR								
OCT									APR								
NOV									MAY								
DEC									JUN								
JAN									JUL								

UPDATED: JULY 2018