ATTENDANCE RECORD January 2025 - December 2025

Leave Codes

	P-Personal	F-Funeral*	LO-Leave without pay*
Name:	S-Sick	FL-Family Medical*	PL-Parental Leave*
	SO Sick Other	H-Holiday*	STD-Disability*
ID·	V-Vacation	I-Iury Duty*	WC-Worker's Comp*

Please record using a leave code and the number of hours for each occurrence * Total these in the "O" block at the bottom

	Jan '25	Feb '25	Mar '25	April '25	May '25	June '25	July '25	Aug '25	Sept '25	Oct '25	Nov '25	Dec '25
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												

Monthly **Totals:**

	Jan '25	Feb '25	Mar '25	April '25	May '25	June '25	July '25	Aug '25	Sept '25	Oct '25	Nov '25	Dec '25	Totals
V													
P													
S													
SO													
О													

Date

2025 Personal accrual		_ (hours)	
Vacation Carryover 12/31/2	4	(hours)	
2025 Vacation accrual	+	(hours)	
2025 Amount Used		(hours)	
12/31/25 Vacation Balance	=	(hours)	
Sick Carryover 12/31/24		(hours)	
2025 Sick accrual	+	(hours)	
2025 Amount Used		(hours)	
12/31/25 Sick Balance	=	(hours)	
Employee's Signature			Date

2025 HOLIDAY SCHEDULE

Supervisor's Signature

Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Day after Thanksgiving
Wednesday, December 24, 2025	Winter Break
Thursday, December 25, 2025	Winter Break
Friday, December 26, 2025	Winter Break
Saturday, December 27, 2025	Winter Break
Sunday, December 28, 2025	Winter Break
Monday, December 29, 2025	Winter Break
Tuesday, December 30, 2025	Winter Break
Wednesday, December 31, 2025	Winter Break
Thursday, January 1, 2026	Winter Break

Winter Break is limited to a maximum of seven (7) days of holiday pay.