CITY OF BALTIMORE **2025** ATTENDANCE RECORD

EMPLOYEE NAME	SOCIAL SECURITY NUMBER
AGENCY	ENTRY DATE

GENERAL INSTRUCTIONS

1. Using the CODES shown below, complete both sides of the "ATTENDANCE RECORD" on a regular basis.
2. Retain in employee's personnel file kept by the agency.

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	REMARKS
JAN.				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				
FEB.							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			
MAR.							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	
APR.			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						
MAY					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			
JUNE	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								
JULY			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					
AUG.						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		
SEPT.		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								
OCT.				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				
NOV.							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		
DEC.		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							

CODES FOR "ATTENDANCE RECORD" ONLY

Enter the appropriate attendance code in the proper date block. If the code applies to less than a full day, indicate the number of hours involved (for example, V-4).

V - Vacation
PL - Personal leave
S - Sick leave
ES - Extended sick leave
(HR or BE approved only)
A - Accident with pay
(job - related injury only)
AS - Accident with 1/2 day charge to sick leave

C - Compensatory leave used
H - Holiday *(or substitution – note in "remarks)*
P - Absent with permission with pay
(explain in "remarks")
XP - Absent with permission without pay
(explain in "remarks")
X - Absent without permission without pay
M - Military leave
(annual training for reservists only)

J - Jury duty or court leave
B - Bereavement *(death)* leave
T - Travel *(on City business)*
I - Lateness *(enter amount)*
O - Regular day off

REMARKS COLUMN
FMLA - mark days used
SB - mark use of days from sick bank
SD - mark use of BE approved sick leave donations

PREVIOUS YEARS' TOTALS		
YEAR	ABSENT (S, X, & XP DAYS ONLY)	LATE
2024		
2023		
2022		

REMARKS

MONTH	VACATION			SICK			PERSONAL			COMPENSATORY			OTHER LEAVE
	EARNED	TAKEN	BALANCE	EARNED	TAKEN	BALANCE	EARNED	TAKEN	BALANCE	EARNED	TAKEN	BALANCE	TOTALS (USE CODES)
Balance From Last Year													

SICK LEAVE CONVERSION

DAYS CONVERTED	NEW BALANCE

YEAR END													