

CITY OF BALTIMORE	2026	ATTENDANCE RECORD	GENERAL INSTRUCTIONS
EMPLOYEE NAME		SOCIAL SECURITY NUMBER	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.
AGENCY		ENTRY DATE	

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	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										
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).

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| V - Vacation
PL - Personal leave
S - Sick leave
ES - Extended sick leave
<i>(HR or BE approved only)</i>
A - Accident with pay
<i>(job - related injury only)</i>
AS - Accident with 1/2 day charge to sick leave | C - Compensatory leave used
H - Holiday <i>(or substitution - note in "remarks")</i>
P - Absent with permission with pay
<i>(explain in "remarks")</i>
XP - Absent with permission without pay
<i>(explain in "remarks")</i>
X - Absent without permission without pay
M - Military leave
<i>(annual training for reservists only)</i> | J - Jury duty or court leave
B - Bereavement <i>(death)</i> leave
T - Travel <i>(on City business)</i>
I - Lateness <i>(enter amount)</i>
O - Regular day off
<u>REMARKS COLUMN</u>
FMLA - mark days used
SB - mark use of days from sick bank
SD - mark use of BE approved sick leave donations |
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PREVIOUS YEARS' TOTALS		
YEAR	ABSENT (S, X, & XP DAYS ONLY)	LATE
2025		
2024		
2023		

