



# Absence Tracking Calendar 2018 - 2019

NAME:

EE #:

DEPT:

OCTOBER - 2018							NOVEMBER - 2018							DECEMBER - 2018						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
JANUARY - 2019							FEBRUARY - 2019							MARCH - 2019						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
APRIL - 2019							MAY - 2019							JUNE - 2019						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
JULY - 2019							AUGUST - 2019							SEPTEMBER - 2019						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
	1	2	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	1	2	3	4	5	6	7
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14
21	22	23	24	25	26	27	18	19	20	21	22	23	24	15	16	17	18	19	20	21
28	29	30	31				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30					

City of Coral Gables Holidays:

11/12/2018 Veterans Day  
11/22-23/2018 Thanksgiving

12/24-25/2018 Christmas  
1/1/2019 New Years

01/21/19 Martin Luther King  
02/18/19 Presidents Day

05/27/19 Memorial Day  
07/04/19 Independence Day \*Observed

09/02/19 Labor Day

Created on: 09/8/14  
M.A.



# RECORDS OF DISCUSSION WITH EMPLOYEE

(Less hostility will be generated when you "come on" more as a "counselor" -- less as a "policeman")

DATE (S) ABSENT, LATE OR LEFT EARLY	WHEN REPORTED OR ARRANGED	SPECIFIC REASON GIVEN FOR ABSENCE, LATENESS OR LEAVING EARLY	TIME LOST	DISCUSSION DETAILS/ ACTION TAKEN/ OTHER REMARKS