Monthly attendance sheet

Month: _____ **Year:** _____

For each day enter the hours worked, or H = holiday, S = sick leave, L = other leave.

Employee	Hours per day	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	Hours worked	Holiday	Sick leave	Other leave
Total																																				

Free template from Klokka, the Kamzan software for managing employee hours: kamzan.com