

2025 EMPLOYEE ATTENDANCE CALENDAR

Form compliments of PPE.
For more copies, please
use your copy machine.

Absence Codes

- Tardy Holiday
 Partial Hrs. Worked Layoff
 _____ Vacation

Red number denotes unexcused absence.

Black number denotes excused absence.

No. Reason

1. Lack of work
2. Sick (Employee)
3. Family sickness
4. Accident -self or family - out of plant
5. Plant injury
6. Personal
7. Discipline
8. Leave of absence
9. Transportation
10. No call / No show
11. Death (family)
12. Jury/Court

No. Reason

13. Birthday
14. Military
15. Weather
16. Medical Appt.
17. FMLA
18. Termination
19. Left Early
20. Suspension
21. Unexcused
22. _____
23. _____
24. _____
25. _____

Name: _____

Employee #: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **SS#** _____

Dept. _____ **Birth Date:** _____

Position: _____ **Hire Date:** _____

Vacation Time: _____

JANUARY

S	M	T	W	T	F	S	Total
			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		

FEBRUARY

S	M	T	W	T	F	S	Total
						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		

MARCH

S	M	T	W	T	F	S	Total
						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						

APRIL

S	M	T	W	T	F	S	Total
		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

S	M	T	W	T	F	S	Total
				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

S	M	T	W	T	F	S	Total
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

S	M	T	W	T	F	S	Total
		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			

AUGUST

S	M	T	W	T	F	S	Total
					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							

SEPTEMBER

S	M	T	W	T	F	S	Total
	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					

OCTOBER

S	M	T	W	T	F	S	Total
			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		

NOVEMBER

S	M	T	W	T	F	S	Total
						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							

DECEMBER

S	M	T	W	T	F	S	Total
	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				



PLASTIC PROCESS EQUIPMENT, INC.

8303 CORPORATE PARK DRIVE
 MACEDONIA, OHIO 44056-2300
 216-367-7000 • FAX: 216-367-7022
 TOLL FREE: 800-321-0562

6385 MONTESSOURI STREET
 LAS VEGAS, NEVADA 89113-1186
 702-433-6385 • FAX: 702-433-6388
 TOLL FREE: 800-258-8877

www.ppe.com

e-mail: sales@ppe.com

Toll Free: USA, Canada & Mexico

800-362-0706

Order Fax: 800-223-8305