ATTENDANCE RECORD - PTO TRACKING

LUXOTTICA | eyeMed

This form is to be kept in the office in a binder available to management at all times. These records should be kept on a full-time anniverary date to full-time anniversary date basis. It is to include any time off, including leaves of absence, holidays, jury duty, etc. Use tab labled "explanations" to explain time noted. Indicate how many HOURS are taken off each day. Explain all absences on "explanations" sheet.

NAME

LUX ID

YEAR BASED ON FULL-TIME ANNIVERSARY DATE   / / TO / /

CODES FOR ABSENCES USING PTO:

I = ILLNESS   T = TARDY (HRS. OR MIN)   WP = WEATHER EMERG.
L = LEAVE OF ABS.   V = VACATION   OP = OTHER, EXPLAIN ON BACK

CODES FOR ABSENCES NOT USING PTO:

B = BEREAVEMENT   J = JURY DUTY   S = SUSPENSION
H = HOLIDAY   M = MILITARY DUTY   O = OTHER, EXPLAIN ON BACK

TOTAL PTO HOURS AVAILABLE   AT BEGINNING OF ANNIV. YEAR   (including previous year carryover amt.)

MONTH / YEAR		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	TOTAL HRS PTO USED	REMAIN. HRS PTO
MAY	PTO HOURS	3				0.15		1					2																5				11.15	108.85
2014	NON-PTO HRS.																		8															
	CODE	I				T		T					V						B										V					

△ **EXAMPLE ABOVE**

(Repeating blank rows below, each with labels: PTO HRS. / NON-PTO HRS. / CODE, covering days 1–31 and TOTAL HRS PTO USED / REMAIN. HRS PTO columns.)

TOTAL PTO HOURS AVAILABLE TO CARRYOVER

ASSOCIATE SIGNATURE _____   **DATE** ____

MANAGER SIGNATURE _____   **DATE** ____