## **RETAIL ATTENDANCE RECORD - PTO TRACKING** 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 CODES FOR ABSENCES USING PTO: CODES FOR ABSENCES NOT USING PTO: I = ILLNESS T = TARDY (HRS. OR MIN) WP = WEATHER EMERG. $\mathbf{B} = \mathsf{BEREAVEMENT}$ $\mathbf{J} = \mathsf{JURYDUTY}$ S = SUSPENSION TOTAL PTO HOURS AVAILABLE L = LEAVE OF ABS. H = HOLIDAY M = MILITARY DUTY V = VACATION OP = OTHER, EXPLAIN ON BACK O = OTHER, EXPLAIN ON BACK BEGINNING OF ANNIV. YEAR (including previous year carryover amt.) MONTH 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 REMAIN. YEAR HRS HRS PTO USED PTO PTO HOURS 11.15 108.85 MAY NON-PTO HRS. 8 2007 CODE EXAMPLE ABOVE PTO HRS. NON-PTO HRS. CODE ASSOCIATE SIGNATURE DATE TOTAL PTO HOURS AVAILABLE TO CARRYOVER MANAGER SIGNATURE DATE PTO fax # - 513.492.4504 HR-070 ALL-CP#110528, SGH-CP#602052