

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 anniversary date to full-time anniversary date basis. It is to include any time off, including leaves of absence, holidays, jury duty, etc. Use tab labeled "explanations" to explain time noted. Indicate how many HOURS are taken off each day. Explain all absences on "explanations" sheet.

NAME EssilorLuxottica ID YEAR BASED ON FULL-TIME ANNIVERSARY DATE // TO //

CODES FOR ABSENCES USING PTO:

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

CODES FOR ABSENCES NOT USING PTO:

B = BEREAVEMENT
H = HOLIDAY
J = JURY DUTY
M = MILITARY DUTY
S = SUSPENSION
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	2014	3				0.15		1					2						8															11.15	108.85
		I				T		T					V						B																

EXAMPLE ABOVE

<input type="text"/>	<input type="text"/>	PTO HRS.																																						
		NON-PTO HRS.																																						
		CODE																																						
<input type="text"/>	<input type="text"/>	PTO HRS.																																						
		NON-PTO HRS.																																						
		CODE																																						

TOTAL PTO HOURS AVAILABLE TO CARRYOVER		ASSOCIATE SIGNATURE <input style="width: 95%;" type="text"/>	DATE <input style="width: 80%;" type="text"/>
		MANAGER SIGNATURE <input style="width: 95%;" type="text"/>	DATE <input style="width: 80%;" type="text"/>