ATTENDANCE CALENDAR 2020

DIRECTIONS: Use this calendar to track when you’re away from work and keep tabs on how much time you have remaining. Start by blocking out planned vacation time. Mark when you take a sick day or take other time off. Watch for patterns that may emerge — they can be clues that something might need to be adjusted.

NOTES:

Before calling in to take a day off, ask yourself:

1. How many times have I called in this month?
2. Is there something I can arrange with my co-workers that will make it possible for me to come to work (maybe take a lighter workload, etc.) or pre-schedule time off?
3. Are there changes in my current life that I can make that will improve my work-life balance?
4. Am I taking care of myself, maintaining a healthy lifestyle?

NAME
PHONE #

01 JAN
02 FEB
03 MAR
04 APR
05 MAY
06 JUN
07 JUL
08 AUG
09 SEP
10 OCT
11 NOV
12 DEC

NEW YEAR’S DAY
W.M.D. DAY
PRESIDENT’S DAY
MLK JR. DAY
MEMORIAL DAY
KAMEHAMEHA DAY (OBSERVED)
Independence Day
ADMISSION DAY
LABOR DAY
DISCOVERERS’ DAY
NATIVE AMERICAN DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
CHRISTMAS EVE DAY
CHRISTMAS DAY
NEW YEAR’S EVE DAY

Colorado, the Northwest and Southern California do not have any regionally designated holidays. + A choice of one of the two holidays.