



Disclaimer: This is document should not be considered a tool for financial or operational advice. This excel document should be used a template only, any calculations should be audited by an external source. You should seek appropriate counsel for your own situations.

**Annual Attendance Summary**  
2009

<b>Shelly</b>			
	total hours	vac days	sick days
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0

Q1	0	0	0
Q2	0	0	0
Q3	0	0	0
Q4	0	0	0

Total	0	0	0
average	0	0	0

<b>Kim</b>			
	total hours	vac days	sick days
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0

Q1	0	0	0
Q2	0	0	0
Q3	0	0	0
Q4	0	0	0

Total	0	0	0
average	0	0	0

<b>Val</b>			
	total hours	vac days	sick days
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0

Q1	0	0	0
Q2	0	0	0
Q3	0	0	0
Q4	0	0	0

Total	0	0	0
average	0	0	0

<b>Lisa</b>			
	total hours	vac days	sick days
Jan	0	0	0
Feb	0	0	0
Mar	0	0	0
Apr	0	0	0
May	0	0	0
Jun	0	0	0
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	0	0
Dec	0	0	0

Q1	0	0	0
Q2	0	0	0
Q3	0	0	0
Q4	0	0	0

Total	0	0	0
average	0	0	0

Shelly			
month	2009		

Day	total hours	vac day	sick day
1			
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15			
subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Val			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Lisa			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Shelly			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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subtotal	0	0	0

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Lisa			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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subtotal	0	0	0

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month	2009		

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subtotal	0	0	0

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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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subtotal	0	0	0

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subtotal	0	0	0

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subtotal	0	0	0

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Shelly			
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subtotal	0	0	0

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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

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Val			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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Lisa			
month	2009		

Day	total hours	vac day	sick day
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Day	total hours	vac day	sick day
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subtotal	0	0	0

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Shelly			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Val			
month	2009		

Day	total hours	vac day	sick day
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Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Lisa			
month	2009		

Day	total hours	vac day	sick day
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Day	total hours	vac day	sick day
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subtotal	0	0	0

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Shelly			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Kim			
month	2009		

Day	total hours	vac day	sick day
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Day	total hours	vac day	sick day
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subtotal	0	0	0

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Val			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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Lisa			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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Kim			
month	2009		

Day	total hours	vac day	sick day
1			
2			
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12			
13			
14			
15			
subtotal	0	0	0

Day	total hours	vac day	sick day
16			
17			
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30			
31			
subtotal	0	0	0

total	0	0	0
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Val			
month	2009		

Day	total hours	vac day	sick day
1			
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Lisa			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Shelly			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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Kim			
month	2009		

Day	total hours	vac day	sick day
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subtotal	0	0	0

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subtotal	0	0	0

total	0	0	0
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Day	total hours	vac day	sick day
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subtotal	0	0	0

total	0	0	0
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month	2009		

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total	0	0	0
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