**Attachment #10**

# ATTENDANCE ANALYSIS

**NOTE:** If an employee's absenteeism becomes excessive, prepare an attendance analysis which excludes protected leave. An attendance analysis is also attached to a Notice of Excessive Absenteeism Memo (see attachment #11).

Employee:
Dates:

| DATE | M | T | W | Th | F | Sa | Sn | Vac | SICK | SWOP | AWOP | HOL | Protected Leave? | Reason |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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