### 2016 Attendance Calendar

Attendance is manageable daily.

<table>
<thead>
<tr>
<th>CODES</th>
<th>DENTAL</th>
<th>MEDICAL</th>
<th>UNION BUSINESS</th>
<th>VACATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLEX</td>
<td>OTHER LEAVES</td>
<td>SICK (UNCERTIFIED)</td>
<td>WCB LEAVE</td>
<td>LATE</td>
</tr>
<tr>
<td>HOLIDAY</td>
<td>*S SICK (CERTIFIED)</td>
<td>*W ABSENT WITHOUT LEAVE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Actioned daily by supervisor. Divide squares diagonally to denote half days (left AM/Right PM)*

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
<td>MON</td>
<td>TUE</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-----</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
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<td>12</td>
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<tr>
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<td>19</td>
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<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

### Codes
- DENTAL
- MEDICAL
- UNION BUSINESS
- VACATION
- OTHER LEAVES
- SICK (UNCERTIFIED)
- WSB LEAVE
- LATE
- SC SICK (CERTIFIED)
- X ABSENT WITHOUT LEAVE

### Attendance
- Payday (Monthly employees)
- Payday (Hourly employees)
- Statutory Vacation
- Weekends
- Absent Without Leave
- Other Leaves
- Sick (Uncertified)
- Sick (Certified)
- Late
- Medical
- Dental
- Flex
- Holiday

### Notes
- Attendance is manageable daily.
- Actioned daily by supervisor. Divide squares diagonally to denote half days (left AM/Right PM).