



ATTENDANCE CALENDAR 2021

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.

NAME _____

PHONE # _____

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
01 JAN						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
02 FEB		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
03 MAR		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
04 APR					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
05 MAY							01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
06 JUN			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
07 JUL					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
08 AUG	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
09 SEP				01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
10 OCT					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
11 NOV		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
12 DEC			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

NOTES:

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

HOLIDAYS	DAY	ALL	GA	HI	MAS	NCAL
New Year's Day	Friday, January 1, 2021	✓				
MLK Jr. Day	Monday, January 18, 2021		✓	✓	✓	
Presidents' Day	Monday, February 15, 2021			✓	✓	✓
Kuhio Day (observed)	Friday, March 26, 2021			✓		
Memorial Day	Monday, May 31, 2021	✓				
Kamehameha Day (observed)	Friday, June 11, 2021			✓		
Independence Day	Monday, July 5, 2021	✓				
Admission Day	Friday, August 20, 2021			✓		
Labor Day	Monday, September 6, 2021	✓				
Discoverers' Day	Monday, October 11, 2021			✓		
Veterans' Day	Thursday, November 11, 2021			✓		
Thanksgiving Day	Thursday, November 25, 2021	✓				
Day after Thanksgiving	Friday, November 26, 2021			✓		
Christmas Eve Day	Thursday, December 23, 2021			✓	+	
Christmas Day	Friday, December 24, 2021	✓				
New Year's Eve Day	Thursday, December 31, 2021				+	

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

- Before calling in to take a day off, ask yourself:**
- How many times have I called in this month?
 - 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?
 - Are there changes in my current life that I can make that will improve my work-life balance?
 - Am I taking care of myself, maintaining a healthy lifestyle?