Attendance Policy Tracking

(for the point system)

Use this form in conjunction with your attendance policy to track an individual employee's record of points resulting from attendance infractions. For each infraction, indicate the date of the infraction, a description of the infraction and the number of points incurred. Also indicate the projected date when the incurred points will "drop off" (no longer count), and the employee's running total.

Employee Name: _____ Date of Hire: _____

Entered by	Date of Infraction	Description of Infraction	Number of Points	Drop-Off Date	Running Total