



Employee Absence Schedule Template

Month:

	Week 1							Week 2							Week 3							Week 4						
Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
[Employee 1]																												
[Employee 2]																												
[Employee 3]																												
[Employee 4]																												
[Employee 5]																												
[Employee 6]																												

Absence type	Key
Vacation	V
Sick	S
Personal	P
Other	O