The Staff Absentee Schedule gives you the following advantages:

6 Different 'Absent Day' category summaries for up to 20 staff

It takes bank (public) holidays, weekends and company closures into account

You can capture full or half days

Standard and custom staff allowances for each 'Absent Day' category

Vacation days carried over from year to year

Useful statistics based on each staff member or month

Alerts to 'troubled' areas

And more.. Take a look below for more details

You are able to set up your custom calendar for the required year. This means that you can keep a blank copy of this document and use it year after year, making a new copy for each calendar year. The process of setting up a calendar is simple, even down to inputting 'standard allowances' for absent days, for each category that you have selected. (See example below).

Vacation	Sick Day	Personal Day	Unpaid Leave	Absent - No Reason	Other			Maximum Carry Over Vacation
20	8	5	20	0	5			5

You can also capture any bank (public) holidays and company closure dates. Do you close over Christmas or the summer holidays? Just put those dates in (up to 2 periods) and they will show up on your calendar (see image below).

	Enter full date as 01 January 2014:		*Enter full date as 01 January 2014:*
First Period:	23 December 2014	to	05 January 2015
	Enter full date as 01 January 2014:		*Enter full date as 01 January 2014:*
Second Period:	08 August 2014	to	18 August 2014

August 2014

Staff	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15	Sat 16	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 31
Richard																															
Andrew																															
Chris																															
Wendy																															
Amanda																															
Sarah																															

2014 Staff Absentee Calendar for Your Company

CALENDAR

Colour Code & Key

Code	Description	Code	Description
V1	Vacation - Full Day	V.5	Vacation - Half Day
S1	Sick Day - Full Day	S.5	Sick Day - Half Day
P1	Personal Day - Full Day	P.5	Personal Day - Half Day
U1	Unpaid Leave - Full Day	U.5	Unpaid Leave - Half Day
A1	Absent - No Reason - Full Day	A.5	Absent - No Reason - Half Day
O1	Other - Full Day	O.5	Other - Half Day

January 2014

Staff	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31
Richard		V1	V1			V1	V1	V1	V1	V1																					
Andrew																				S1	S1										
Chris																													S.5		
Wendy		V1	V1			V1	V1	V1	V1	V1																					
Amanda																															
Sarah																												P1			

Staff Absentee Statistics for Your Company - 2014

ABSENTEE CATEGORY BREAKDOWN - PAGE 1 of 2

Staff	Vacation Taken	Allow	Left	Chart	Over	Sick Day Taken	Allow	Left	Chart	Over	Personal Day Taken	Allow	Left	Chart	Over	Unpaid Leave Taken	Allow	Left	Chart	Over
Richard	7	30	23			1	8	7			0	5	5			0	20	20		
Andrew	8	24	16			2	8	6			1	5	4			0	20	20		
Chris	0	20	20			1.5	8	6.5			1	5	4			0	20	20		
Wendy	7	27	20			1	8	7			0	5	5			0	20	20		
Amanda	8	21	13			1	8	7			1.5	5	3.5			0	20	20		
Sarah	0	19	19			0.5	8	7.5			1	5	4			0	20	20		

Category Breakdown of Staff Absent Days for Your Company during 2014
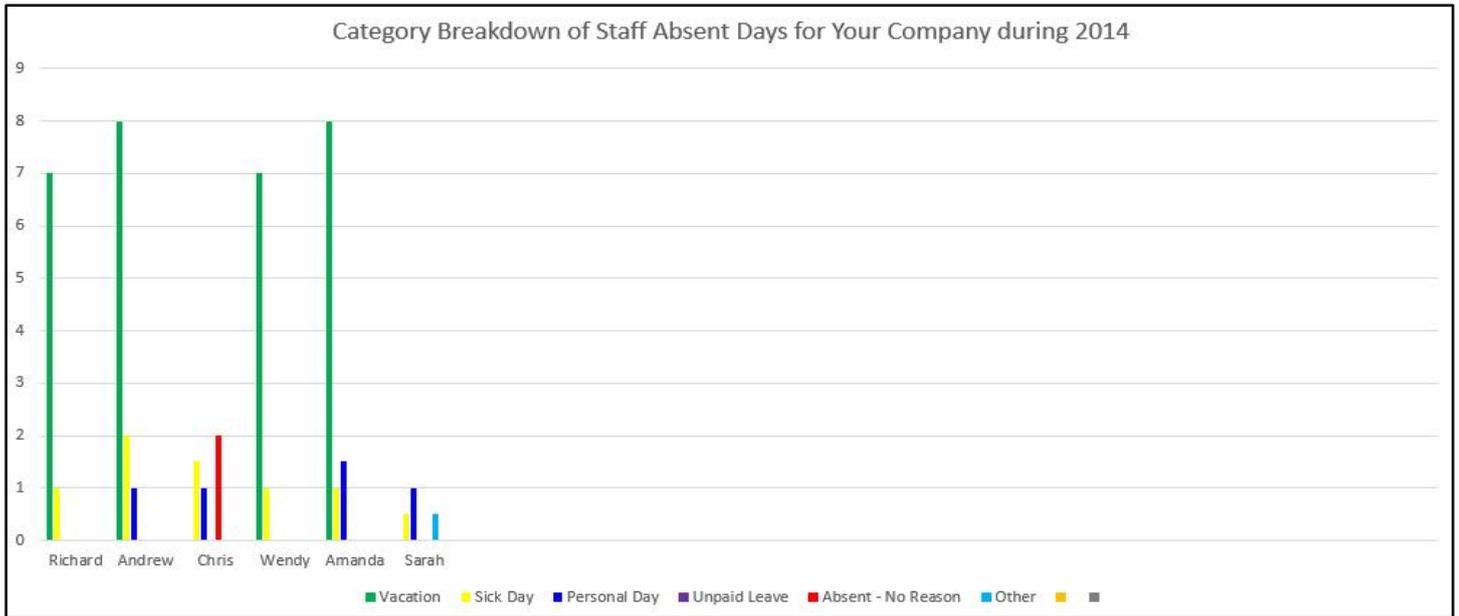
So there you have it, how much time and money is this going to save your business? If you wish to get more information, please follow the links below, and remember if you want something custom made for your needs, we do that too!

ORDER PRODUCT

£174.00

SPREADSHEET SOLUTIONS

Creating business solutions through custom spreadsheets

Or Visit: www.spreadsheetsolutions.biz

To watch a demonstrational video

© Sumcor Ltd - Trading as Spreadsheet Solutions