EMPLOYEE ATTENDANCE AND DISCIPLINARY RECORD

Name: **Position:** **Employee #** **S.S. #**

Year:	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	29	30	31	Monthly Summary A	BD	D	E	FL	FH	HW	H	J	SN	SP	V	X	TOTAL
January																																												
February																																												
March																																											
April																																											
May																																											
June																																											
July																																											
August																																											
September																																											
October																																											
November																																											
December																																											

ABSENCE CODES:

A = Accident at work
BD = Birthday
D = Disciplinary suspension
E = Exam Day
FL = Funeral leave
FH = Floating holiday
HW = Holiday worked
H = Holiday not worked
J = Jury duty
NP = Time Card not punched
SN = Sick day - no pay
SP = Sick day - paid
T = Tardy
V = Vacation
X = Miscellaneous or unknown (Ex. : personal leave, medical leave of absence or other)

Start Date : _____ Full Time ☐ Part Time ☐ Temporary ☐

Date 120 day probationary period ends (Local 1 Janitorial) : _____ Union Affiliation : _____

Local 1 Janitorial Employee Probationary period extended to: _____ Union Enrollment Date: _____

60 day extension date for Local 1 Door/Recd. Rm employee: _____

Date 120 day probationary period ends (Local 727) : _____ Birth date : _____

PAYROLL DEDUCTIONS

Union Dues ☐ No ☐ Yes Date Effective _____ Amount _____ Written Authorization on file ?

Payroll Savings ☐ No ☐ Yes Date Effective _____ Amount _____ Written Authorization on file ?

☐ Credit Union Local 727

☐ Other _____

WAGE SCALE

Start Rate : $ _____ for the period of _____ to _____ Regular ☐ Swing ☐ Night shift ☐ Lead Doorman ☐

$ _____ for the period of _____ to _____ Regular ☐ Swing ☐ Night shift ☐ Lead Doorman ☐

$ _____ for the period of _____ to _____ Regular ☐ Swing ☐ Night shift ☐ Lead Doorman ☐

$ _____ for the period of _____ to _____ Regular ☐ Swing ☐ Night shift ☐ Lead Doorman ☐

Bonus $ _____

Comments _____

EMPLOYEE'S ELIGIBILITY FOR TIME OFF THIS YEAR

Floating Holidays : _____

Sick Days : _____

Date eligible for sick pay : _____

Personal Leave of Absence : _____

Medical Leave of Absence : _____

Vacation : _____ Days Allowed After : _____

Birthday: _____

Exam Day: _____

Sick Pay Log :

Unused Carry over - Prior Year (s) _____

Add Current Yr. Allowance + _____

Less Sick Days Paid This Year - _____

Carry over to Next Year _____

Building Keys Issued _____

Supplies Issued : Pager # _____ Hand Tools _____ Misc. _____

Uniform Sizes -> Shirt _____ Pants _____ Jacket _____ Hat _____

RECORD OF SUPERVISOR'S DISCUSSIONS WITH EMPLOYEE & PROGRESSIVE DISCIPLINE ACTIONS TAKEN

DATE	REASONS	DETAILS - ACTION TAKEN - OTHER REMARKS	Union Notified	INITIALS		
				Employee	Supvsr	Date

Apartment Building Owners and Managers Association of Illinois