

U.S. Postal Service® <b>Absence Analysis</b>	Employee's Name	Employee ID	Pay Location
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**Leave Year 2006**

**Instructions:** Using the codes below, and the hours involved, post current and previous quarters. Precede with letter "F" when absence is recorded as Family Medical Leave Act (FMLA) and with "U" when absence is recorded as unscheduled on PS Form 3971. Post additional quarters if circumstances warrant. This form may also be used on an ongoing basis. On the reverse of this form, the employee's supervisor records attendance-related actions; e.g., review of attendance, commendations, restricted sick leave, Letters of Warning, suspensions, etc. A running total of FMLA hours used may be kept on the reverse side of this form.

Absent from Scheduled OT	AOT*	Emergency AL	EAL*	Sick Leave	SL
Absent Without Leave	AWOL*	Family Medical Leave Act	F*	Sick Leave/Dependent Care	SLDC*
Annual Leave	AL	Holiday Leave	H	Unscheduled Absence	U*
Annual Leave in Lieu of Holiday Leave	HAL*	Late Reporting	L*	<b>*Note:</b> These are not separate leave categories, but a distinction is made for the purposes of analysis and tracking.	
Annual Leave in Lieu of SL	SAL*	Leave Without Pay	LWOP		
Administrative Leave	ADL	LWOP in Lieu of SL	SWOP*		
Continuation of Pay	COP	Military Leave	ML		
Court Leave	CL				

Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
2	Jan. 7	Jan. 20	07	08	09	10	11	12	13	14	15	H 16	17	18	19	20
3	Jan. 21	Feb. 3	21	22	23	24	25	26	27	28	29	30	31	01	02	03
4	Feb. 4	Feb. 17	04	05	06	07	08	09	10	11	12	13	14	15	16	17
5	Feb. 18	Mar. 3	18	19	H 20	21	22	23	24	25	26	27	28	01	02	03
6	Mar. 4	Mar. 17	04	05	06	07	08	09	10	11	12	13	14	15	16	17
7	Mar. 18	Mar. 31	18	19	20	21	22	23	24	25	26	27	28	29	30	31
8	Apr. 1	Apr. 14	01	02	03	04	05	06	07	08	09	10	11	12	13	14
9	Apr. 15	Apr. 28	15	16	17	18	19	20	21	22	23	24	25	26	27	28
10	Apr. 29	May 12	29	30	01	02	03	04	05	06	07	08	09	10	11	12
11	May 13	May 26	13	14	15	16	17	18	19	20	21	22	23	24	25	26
12	May 27	June 9	27	28	H 29	30	31	01	02	03	04	05	06	07	08	09
13	June 10	June 23	10	11	12	13	14	15	16	17	18	19	20	21	22	23
14	June 24	July 7	24	25	26	27	28	29	30	01	02	03	H 04	05	06	07
15	July 8	July 21	08	09	10	11	12	13	14	15	16	17	18	19	20	21
16	July 22	Aug. 4	22	23	24	25	26	27	28	29	30	31	01	02	03	04

**Note:** The Eagan DDE System (via D385) provides employees' entered on duty date, work hours in the last 26 pay periods, and current leave balances, including FMLA and sick leave for dependent care.

(Employee's Name)																
Pay Period			Week 1							Week 2						
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri
17	Aug. 5	Aug. 18	05	06	07	08	09	10	11	12	13	14	15	16	17	18
18	Aug. 19	Sept. 1	19	20	21	22	23	24	25	26	27	28	29	30	31	01
19	Sept. 2	Sept. 15	02	03	H 04	05	06	07	08	09	10	11	12	13	14	15
20	Sept. 16	Sept. 29	16	17	18	19	20	21	22	23	24	25	26	27	28	29
21	Sept. 30	Oct. 13	30	01	02	03	04	05	06	07	08	H 09	10	11	12	13
22	Oct. 14	Oct. 27	14	15	16	17	18	19	20	21	22	23	24	25	26	27
23	Oct. 28	Nov. 10	28	29	30	31	01	02	03	04	05	06	07	08	09	10
24	Nov. 11	Nov. 24	H 11	12	13	14	15	16	17	18	19	20	21	22	H 23	24
25	Nov. 25	Dec. 8	25	26	27	28	29	30	01	02	03	04	05	06	07	08
26	Dec. 9	Dec. 22	09	10	11	12	13	14	15	16	17	18	19	20	21	22
01	Dec. 23	Jan. 5	23	24	H 25	26	27	28	29	30	31	H 01	02	03	04	05
<b>Attendance Related Actions &amp; Dates (See Instructions)</b>									<b>Reviewing Supervisor's Comments, Signature &amp; Date</b>							
									Jan.							
									Feb.							
									March							
									April							
									May							
									June							
									July							
									Aug.							
									Sept.							
									Oct.							
									Nov.							
									Dec.							