

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

MONTH DATE	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	MONTH TOTAL
April-04																															0	
May-04																															0	
June-04																															0	
July-04																															0	
August-04																															0	
September-04																															0	
October-04																															0	
November-04																															0	
December-04																															0	
January-05																															0	
February-05																															0	
March-05																															0	
PERIOD TOTAL																															0	

Refer to Logistics Policy 1.2 Attendance for calculating the Unscheduled Leave Occurrence (ULO) rating, and 1.10 Disciplinary Process if action needs to be taken. # ULO / # months in rating period X 100% = Rating this evaluation period: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Who Took the Action: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_