

Monthly Attendance Report

The **monthly attendance report** provides a detailed overview of employee attendance, highlighting any recorded absences along with their specific reasons. This report helps in tracking workforce presence and identifying patterns in absenteeism. It is an essential tool for effective human resource management and operational planning.

| Employee Name | Days Present | Days Absent | Absence Dates | Reason(s) for Absence |
|-----------------|--------------|-------------|------------------------------------|--|
| Jane Doe | 20 | 2 | 2024-06-07, 2024-06-24 | Sick Leave (Flu) |
| John Smith | 21 | 1 | 2024-06-15 | Personal Emergency |
| Maria Rodriguez | 19 | 3 | 2024-06-01, 2024-06-14, 2024-06-28 | Family Matter, Medical Appointment, Vacation |
| Ahmed Hussein | 22 | 0 | â€“ | â€“ |