

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€œ	â€œ