

Appendix 4A: COMMUNITY EMPLOYMENT ATTENDANCE RECORDS – PARTICIPANT

Project Name: _____ **Project Number:** _____ **Cycle Number:** _____

All participants must work 39 hours per fortnight. Please record as per codes overleaf.

Participant Name: _____

Hours of Work: Week-on/Week-Off 19.5 hours p/wk

Week No:

Week No:

	Date	Start	Finish	Signature	Hours
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
Total Hours worked					
+ or – hours carried forward					

	Date	Start	Finish	Signature	Hours
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
Total Hours worked					
+ or – hours carried forward					

Week No:

Week No:

	Date	Start	Finish	Signature	Hours
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
Total Hours worked					
+ or – hours carried forward					

	Date	Start	Finish	Signature	Hours
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
Total Hours worked					
+ or – hours carried forward					

Attendance Hours must exclude lunch break.

Signed: _____ Date: _____
Supervisor

Signed: _____ Date: _____
Sponsor

Please use the following codes to record daily attendance

Type of Leave	Code	Entitlement per 52 wks	Cumulative taken to date
Annual Leave	AL	81 Hours	
Certified Sick Leave	CSL	56 hours	
Uncertified Sick Leave	USL	Unpaid leave	
Unpaid Leave	UPL	Unpaid leave	

i.e. total of leave
from Cycle 1 to date

* Please attach this document to relevant cycle and retain on your own project files.