

## Appendix 4A: COMMUNITY EMPLOYMENT ATTENDANCE RECORDS – PARTICIPANT

**Project Name:** Clara Community Environmental Group CLG

**Project Number:** CE2023637CL0082346

**Cycle Number:** 10

*All participants must work 39 hours (excluding all breaks) per fortnight. Please record as per codes overleaf.*

Participant Name: \_\_\_\_\_

Hours of Work: Week-on/Week-Off

19.5 hours p/wk

Week No: .....37.....

Week No: .....38.....

|   | Date       | Start | Finish | Signature | Hours |
|---|------------|-------|--------|-----------|-------|
| Mon   | 18/09/2023 |       |        |           |       |
| Tue   | 19/09/2023 |       |        |           |       |
| Wed   | 20/09/2023 |       |        |           |       |
| Thur  | 21/09/2023 |       |        |           |       |
| Fri   | 22/09/2023 |       |        |           |       |
| Sat   | 23/09/2023 |       |        |           |       |
| Sun   | 24/09/2023 |       |        |           |       |
| Total Hours worked (excluding all breaks)                               |            |       |        |           |       |
| <i>+ or - hours carried forward (to be taken within next AWS cycle)</i> |            |       |        |           |       |

|   | Date       | Start | Finish | Signature | Hours |
|---|------------|-------|--------|-----------|-------|
| Mon   | 25/09/2023 |       |        |           |       |
| Tue   | 26/09/2023 |       |        |           |       |
| Wed   | 27/09/2023 |       |        |           |       |
| Thur  | 28/09/2023 |       |        |           |       |
| Fri   | 29/09/2023 |       |        |           |       |
| Sat   | 30/09/2023 |       |        |           |       |
| Sun   | 01/10/2023 |       |        |           |       |
| Total Hours worked (excluding all breaks)                               |            |       |        |           |       |
| <i>+ or - hours carried forward (to be taken within next AWS cycle)</i> |            |       |        |           |       |

Week No: .....39.....

Week No: .....40.....

|   | Date       | Start | Finish | Signature | Hours |
|---|------------|-------|--------|-----------|-------|
| Mon   | 02/10/2023 |       |        |           |       |
| Tue   | 03/10/2023 |       |        |           |       |
| Wed   | 04/10/2023 |       |        |           |       |
| Thur  | 05/10/2023 |       |        |           |       |
| Fri   | 06/10/2023 |       |        |           |       |
| Sat   | 07/10/2023 |       |        |           |       |
| Sun   | 08/10/2023 |       |        |           |       |
| Total Hours worked (excluding all breaks)                               |            |       |        |           |       |
| <i>+ or - hours carried forward (to be taken within next AWS cycle)</i> |            |       |        |           |       |

|   | Date       | Start | Finish | Signature | Hours |
|---|------------|-------|--------|-----------|-------|
| Mon   | 09/10/2023 |       |        |           |       |
| Tue   | 10/10/2023 |       |        |           |       |
| Wed   | 11/10/2023 |       |        |           |       |
| Thur  | 12/10/2023 |       |        |           |       |
| Fri   | 13/10/2023 |       |        |           |       |
| Sat   | 14/10/2023 |       |        |           |       |
| Sun   | 15/10/2023 |       |        |           |       |
| Total Hours worked (excluding all breaks)                               |            |       |        |           |       |
| <i>+ or - hours carried forward (to be taken within next AWS cycle)</i> |            |       |        |           |       |

I declare that the above information in relation to daily and weekly hours worked is correct and the hours worked excludes breaks.

Signature of participant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of supervisor/sponsor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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  | 8 hours                     |                          |
| Unpaid Leave<br>e.g.<br>Maternity<br>Paternity<br>Paternal<br>Adoptive<br>Carers<br>Force Majeure | UPL  | As per relevant legislation |                          |

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

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

Revised July 2021