

Appendix 4A: COMMUNITY EMPLOYMENT ATTENDANCE RECORDS – PARTICIPANT

Project Name: Clara Community Environmental Group CLG

Project Number: CE2023637CL0082346

Cycle Number: 11

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:41.....

	Date	Start	Finish	Signature	Hours
Mon	16/10/2023				
Tue	17/10/2023				
Wed	18/10/2023				
Thur	19/10/2023				
Fri	20/10/2023				
Sat	21/10/2023				
Sun	22/10/2023				
Total Hours worked (excluding all breaks)					
<i>+ or - hours carried forward (to be taken within next AWS cycle)</i>					

Week No:42.....

	Date	Start	Finish	Signature	Hours
Mon	23/10/2023				
Tue	24/10/2023				
Wed	25/10/2023				
Thur	26/10/2023				
Fri	27/10/2023				
Sat	28/10/2023				
Sun	29/10/2023				
Total Hours worked (excluding all breaks)					
<i>+ or - hours carried forward (to be taken within next AWS cycle)</i>					

Week No:43.....

	Date	Start	Finish	Signature	Hours
Mon	30/10/2023			BANK HOLIDAY	
Tue	31/10/2023				
Wed	01/11/2023				
Thur	02/11/2023				
Fri	03/11/2023				
Sat	04/11/2023				
Sun	05/11/2023				
Total Hours worked (excluding all breaks)					
<i>+ or - hours carried forward (to be taken within next AWS cycle)</i>					

Week No:44.....

	Date	Start	Finish	Signature	Hours
Mon	06/11/2023				
Tue	07/11/2023				
Wed	08/11/2023				
Thur	09/11/2023				
Fri	10/11/2023				
Sat	11/11/2023				
Sun	12/11/2023				
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 e.g. Maternity Paternity Paternal Adoptive Carers 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