Appendix 4A: COMMUNITY EMPLOYMENT ATTENDANCE RECORDS – PARTICIPANT

Project Name: Clara Community Environmental Group CLG	**Project Number:** CE2023637CL0082346 **Cycle Number:** __12__

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: ……45………………..

	Date	Start	Finish	Signature	Hours
Mon	13/11/2023				
Tue	14/11/2023				
Wed	15/11/2023				
Thur	16/11/2023				
Fri	17/11/2023				
Sat	18/11/2023				
Sun	19/11/2023				
Total Hours worked (excluding all breaks)					
+ or - hours carried forward (to be taken within next AWS cycle)					

Week No: ………46…………..

	Date	Start	Finish	Signature	Hours
Mon	20/11/2023				
Tue	21/11/2023				
Wed	22/11/2023				
Thur	23/11/2023				
Fri	24/11/2023				
Sat	25/11/2023				
Sun	26/11/2023				
Total Hours worked (excluding all breaks)					
+ or - hours carried forward (to be taken within next AWS cycle)					

Week No: …47…………………..

	Date	Start	Finish	Signature	Hours
Mon	27/11/2023				
Tue	28/11/2023				
Wed	29/11/2023				
Thur	30/11/2023				
Fri	01/12/2023				
Sat	02/12/2023				
Sun	03/12/2023				
Total Hours worked (excluding all breaks)					
+ or - hours carried forward (to be taken within next AWS cycle)					

Week No: ……48……………..

	Date	Start	Finish	Signature	Hours
Mon	04/12/2023				
Tue	05/12/2023				
Wed	06/12/2023				
Thur	07/12/2023				
Fri	08/12/2023				
Sat	09/12/2023				
Sun	10/12/2023				
Total Hours worked (excluding all breaks)					
+ or - hours carried forward (to be taken within next AWS cycle)					

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		i.e. total of leave
Certified Sick Leave	CSL	56 hours		from Cycle 1 to date
Uncertified Sick Leave	USL	8 hours		
Unpaid Leave e.g. Maternity Paternity Paternal Adoptive Carers Force Majeure	UPL	As per relevant legislation		

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

Revised July 2021