

Appendix 4A: COMMUNITY EMPLOYMENT ATTENDANCE RECORDS – PARTICIPANT

Project Name: Clara Community Environmental Group CLG

Project Number: CE2023637CL0082346

Cycle Number: 5

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:17.....

	Date	Start	Finish	Signature	Hours
Mon	01/05/2023			BANK HOLIDAY	
Tue	02/05/2023				
Wed	03/05/2023				
Thur	04/05/2023				
Fri	05/05/2023				
Sat	06/05/2023				
Sun	07/05/2023				
Total Hours worked (excluding all breaks)					
<i>+ or - hours carried forward (to be taken within next AWS cycle)</i>					

Week No:18.....

	Date	Start	Finish	Signature	Hours
Mon	08/05/2023				
Tue	09/05/2023				
Wed	10/05/2023				
Thur	11/05/2023				
Fri	12/05/2023				
Sat	13/05/2023				
Sun	14/05/2023				
Total Hours worked (excluding all breaks)					
<i>+ or - hours carried forward (to be taken within next AWS cycle)</i>					

Week No:19.....

	Date	Start	Finish	Signature	Hours
Mon	15/05/2023				
Tue	16/05/2023				
Wed	17/05/2023				
Thur	18/05/2023				
Fri	19/05/2023				
Sat	20/05/2023				
Sun	21/05/2023				
Total Hours worked (excluding all breaks)					
<i>+ or - hours carried forward (to be taken within next AWS cycle)</i>					

Week No:20.....

	Date	Start	Finish	Signature	Hours
Mon	22/05/2023				
Tue	23/05/2023				
Wed	24/05/2023				
Thur	25/05/2023				
Fri	26/05/2023				
Sat	27/05/2023				
Sun	28/05/2023				
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