



## Task Title: Tracking and Recording Attendance

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Learners will read about the importance of employee attendance, review a sample attendance form and track their program attendance.

### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2

### Materials Required:

- Pen/pencil and paper and/or digital device

## Learner Information

Employees need to have good attendance records. This demonstrates to employers that someone is reliable. This is important when employers are deciding on promotions or training opportunities, for example.

Read the “Attendance Policy for ABC Concrete Company”, and review the completed attendance record for Joseph Robbins.

### **Attendance Policy for ABC Concrete Company**

A record of employee attendance is required as part of your employment with our company. A monthly form has been developed for you to document attendance. Each month begin recording attendance in the row for "Week 1" on the appropriate day. For example, if the first day of the month falls on a Wednesday, then leave "Monday" and "Tuesday" blank on the line for "Week 1" and begin recording attendance in the box for "Wednesday." Place the appropriate code from the list provided. Update the form each day.

When you are out of the office with an absence, update the form with the reason for your absence using the codes provided. Do not provide detailed reasons for personal absences on this form. If you feel that a code does not describe your situation, check with your manager regarding what code to use.

At the end of the month, sign the form and submit it to your manager. Make a copy of the form for your records if desired.

The manager will review the Attendance Record for accuracy and sign the bottom of the form prior to submitting it to the payroll area. If there is a discrepancy on the form, the manager will review it with you and obtain agreement for any changes needed. The employee will initial any changes that are made to the record.

**ABC Concrete Company Employee Attendance Record**

**Name:** Joseph Robbins

**Employee No.** 97352

**Dept.** Pit Run

**Month of:** July

	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>
<b>Week 1</b>		<b>H</b>	<b>V</b>	<b>V</b>	<b>V</b>		
<b>Week 2</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>		
<b>Week 3</b>	<b>x</b>	<b>x</b>	<b>S</b>	<b>S</b>	<b>x</b>		
<b>Week 4</b>	<b>P</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>O</b>		
<b>Week 5</b>	<b>P</b>	<b>x</b>	<b>x</b>	<b>x</b>			

**Codes:**

X= present

S= sick day

J= jury duty

O= regular day off

P= Personal Day

L= leave

V= vacation

H= holiday

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Work Sheet

**Task 1: How many vacation days did Joesph take in July?**

Answer:

---

**Task 2: How many sick days did Joseph take in July?**

Answer:

---

**Task 3: How many personal days did Joseph take in July?**

Answer:

---

**Task 4: Joseph had one regular scheduled day off in July. Which week and day did that occur?**

Answer:

---

Task Title: TrackingAndRecordingAttendance\_E\_A1.2\_A2.2

**Task 5: At ABC Concrete Company, what should you do if you're not sure which code to use on your attendance form?**

Answer:

---

**Task 6: Explain what happens if there is a problem with the attendance form.**

Answer:

---