



Task Title: Tracking and Recording Attendance

OALCF Cover Sheet – Practitioner 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

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

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:

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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:

Answers

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

Answer: 3

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

Answer: 2

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

Answer: 2

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

Answer: Week 4, Friday

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

Answer: 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.

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

Answer: 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.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	begins to identify sources and evaluate information			

This task: Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
