

## OALCF Task Cover Sheet

**Task Title:** Tracking and Recording Attendance

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Employees need to have good attendance records. Learners who understand the importance of attendance will have good attendance records in their programs. Learners who track their attendance have evidence of a strong attendance record that can be shown to employers. These tasks will require the learner to read about the importance of employee attendance, review a sample employee attendance form and track their program attendance.	
<b>Competency:</b> A. Find and Use Information  B. Communicate Ideas and Information  C. Understand and Use Numbers	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents  B3: Complete and create documents  C4: Manage data
<b>Level Indicators:</b> A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B3.1a: Make straightforward entries to complete very simple documents C4.1: Make simple comparisons and calculations C4.3: Find, integrate and analyze data; identify trends in data	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Copy of the article "Importance of Good Work Attendance"</li><li>• Copy of the Sample Attendance Policy and Form</li><li>• Copy of the Program Attendance Sheet</li><li>• Pen or pencil</li></ul>	

**Task Title:** Tracking and Recording Attendance

Employees need to have good attendance records. Complete the following tasks to understand the importance of good attendance and to decide what a good attendance record looks like.

- Task 1:** Read the article “Importance of Good Work Attendance”. If needed, ask your instructor to read it to you or help you read it.
- Task 2:** Read the Sample Attendance Policy for ABC Concrete Company. If needed, ask your instructor to read it to you or help you read it.
- Task 3:** Review the completed attendance form for Joseph Robbins. How many vacation days did Joseph take in July?
- Task 4:** How many sick days did Joseph take in July?
- Task 5:** How many personal days did Joseph have off in July?
- Task 6:** Joseph had one regular scheduled day off in July. Which week and day did that occur?
- Task 7:** Use the Monthly Program Attendance Sheet to record your attendance in your program for one month. You can use the same codes that are on the Sample Attendance Form or you can come up with your own codes.
- Task 8:** At the end of the month, review your Program Attendance Sheet with your instructor. Decide if this sheet would be evidence of a good attendance record to show a potential employer.

## **Importance of Good Work Attendance**

<http://www.brighthub.com/office/career-planning/articles/94177.aspx> (adapted)

Having a good work attendance record is not only great for current employers, but that of future employers. In this article, learn the importance of good work attendance and how you can keep it.

Setting a good work attendance record is important, not only for you, but for your company as well. In fact, attendance is usually rated very high in the business world; sometimes placed higher than productivity and quality. In this article, we will go over the benefits and cons of work attendance and why it is always in your best interest to make sure you are on time.

### **What is Work Attendance?**

Work attendance is an employee's ability to be at work, at their given start time, and doing their assigned work at that time. Usually, companies and businesses will ask that employees come within 15 minutes of their scheduled work shifts in order to get themselves in order to begin their jobs at the appointed time. For most businesses, there will be a policy that states what an employee needs to do in case they either need to be late or if they need to miss a day of work.

The importance of good work attendance is important for all employees, as it shows the company how reliable their workers are. For instance, a company does not want an employee who is always late for their shift or who never shows up for work. Also, for other employees, when someone does not show up for work, it can make their own work difficult. If a large project for the business is in progress and someone isn't there, the work can become strained and it interrupts the lives of those who must then cover for the missing employee.

This makes an employee look not only unreliable to their superiors and the company itself, but co-workers will also begin to see that employee as being unproductive, unreliable, and even lazy. It can also reflect badly when that employee leaves the current company. A prospective employer may see or hear that someone wasn't truly at work when they say they were.

### **How to Have Good Work Attendance**

Having a good work attendance record is actually quite easy. Make sure that you arrive on time for your scheduled workday. It is best - and in some circumstances required - that you show up about 15-20 minutes early, before your shift, so that you can get other things out of the way. Things like checking your email or phone messages, speaking to co-workers, or even going to the restroom.

To make sure that you are on time, be sure to go to bed at a certain hour and wake up at a certain time. It's usually a good idea to wake up an hour or more before you are due to arrive at work. This is to ensure that you have enough time to shower, have breakfast, have coffee, and for those with families, get children and other things out the door.

There are times when you can't make it to work on time or not at all. In those cases, you'll need to call a supervisor or manager and let them know that you will be late and the reason you will not be coming in at your appointed time. Honesty is most important in this, as employees get into trouble if they are caught 'on vacation' when they should be at work.

## Attendance Policy and Form 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.
<b>Week 1</b>		H	V	V	V		
<b>Week 2</b>	x	x	x	x	x		
<b>Week 3</b>	x	x	S	S	x		
<b>Week 4</b>	P	x	x	x	O		
<b>Week 5</b>	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: \_\_\_\_\_

## Monthly Program Attendance Sheet

Name: \_\_\_\_\_

Month: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Total

**Task title:** Tracking and Recording Attendance

**Answer Key:**

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

**Task 4:** How many sick days did Joseph take in July? **2**

**Task 5:** How many personal days did Joseph have off in July? **2**

**Task 6:** Joseph had one regular scheduled day off in July. Which week and day did that occur? **Week 4, Friday**

Task Title: **Tracking and Recording Attendance**

<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.2	<ul style="list-style-type: none"> <li>follows the main events of descriptive, narrative and informational texts</li> </ul>			
	<ul style="list-style-type: none"> <li>obtains information from detailed reading</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
B3.1a	<ul style="list-style-type: none"> <li>makes a direct match between what is requested and what is entered</li> </ul>			
	<ul style="list-style-type: none"> <li>makes entries using familiar vocabulary</li> </ul>			
C4.1	<ul style="list-style-type: none"> <li>adds, subtracts, multiplies and divides whole numbers and decimals</li> </ul>			
	<ul style="list-style-type: none"> <li>follows apparent steps to reach solutions</li> </ul>			
C4.3	<ul style="list-style-type: none"> <li>makes predictions using data; identifies trends</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**