



## Human Resources Procedure

**Name of Procedure:** Guidelines on Completion of Staff Attendance Record

**Written By:** Human Resources Department

**Reviewed By:** P. Brennan, Human Resources Manager

**Approved By:** P. Brennan, Human Resources Manager

**Monitoring Process:** Procedural Review Process

**Code of Procedure:** WCA / HR7

**Date Written:** March 2004

**Date Approved:** March 2004

**Date Reviewed:** April 2004

## Staff Attendance Record

### Purpose:

The Staff Attendance Record is used for recording attendance and all categories of leave (absences) from work for Permanent, Contract & Temporary Employees, by service.

The Human Resources Department updates the employees Leave & Attendance Record on the HR Data Base System from the information received on the Staff Attendance Record. The Data Base is used to develop management reports in relation to attendance and to track leave balances, sick leave entitlement and attendance records for each employee.

### Completing the Staff Attendance Record:

1. The Staff Attendance Record must be fully completed each week, and submitted in arrears to the Human Resources Department.
2. The Record must be completed using the Standard Abbreviations as identified below.

### Attendance:

#### *Service:*

Day Services and Support Services

Residential Services and other services where employees work shifts

#### *Abbreviation:*

**N**

The actual start and finish times should be recorded

*A detailed description is outlined below in relation to each category of staff and how the Staff Attendance Record must be completed.*

### Absences: - (Please record using Abbreviation)

<b>Category</b>	<b>Abbreviation</b>	<b>Category</b>	<b>Abbreviation</b>
<b>Annual Leave</b>	<b>AL</b>	<b>Health &amp; Safety Leave</b>	<b>HSL</b>
<b>Time in Lieu</b>	<b>TL</b>	<b>Training</b>	<b>T</b>
<b>Certified Sick</b>	<b>CS</b>	<b>Uncertified Sick</b>	<b>US</b>
<b>Public Holiday</b>	<b>PH</b>	<b>Concession Day</b>	<b>CD</b>
<b>Compassionate Leave</b>	<b>C</b>	<b>Unpaid Leave</b>	<b>UL</b>
<b>Maternity Leave</b>	<b>M</b>	<b>Jury Leave</b>	<b>J</b>
<b>Parental Leave</b>	<b>PL</b>	<b>Paternity Leave (Fathers)</b>	<b>FL</b>
<b>Study Leave</b>	<b>SL</b>	<b>Force Majeure</b>	<b>FM</b>

3. Permanent Employees on reduced contracts should only be recorded on Attendance Record for contracted hours, it is not necessary to record them for the shifts they have dropped as a result of reducing their hours of work.
4. Employees on Certified Sick Leave as a result of Serious Assault should be recorded as per Sick Leave category, and noted in the comments section that the absence is as a result of '*Serious Assault*'

5. Employees on Maternity Leave must be returned on the Staff Attendance Record for the duration of their leave, including unpaid, where applicable, using the appropriate abbreviation.
6. Any other type of leave availed of, which is not included in the standard abbreviations, should be explained in the comments column where relevant.
7. The Staff Attendance Record must be signed by the person in charge, as being a true and accurate record of all attendance and absences in the service, and dated.

**Recording of Attendance for Permanent Employees in Residential Services and all services where employees work shift patterns. (See Appendix A1)**

- a) Where permanent employees are rostered for duty, the **Start** and **Finish** times should be recorded for each day rostered for their contracted hours only.
- b) Where days off occur in a roster, these should be recorded using the abbreviation **D/O**
- c) Where night duty employees are rostered on a week on/week off basis, they should be recorded as “**REST WEEK**” during their week off.
- d) Where Sleep In arrangements apply, these should be recorded using the abbreviation **SI** for each day where relevant.
- e) Where annual leave or any absence applies the appropriate abbreviation code should be recorded, together with the start and finish times of the shift taken for each day and total hours recorded in comments section. If further information needs to be given, the comments section should be used.
- f) Where a permanent employee works additional hours to contracted hours, these should be recorded in the Temporary Section of the Staff Attendance Record and comments section completed as appropriate.

**Recording of Attendance for Permanent Employees in Day Services & Support Services: (See Appendix A2)**

- a) For permanent full-time employees, they should be recorded using the abbreviation code letter **N** for normal attendance i.e. 9.30am to 4.30pm
- b) For permanent part-time employees start and finish times of the shift should be recorded for each day worked
- c) For annual leave, and all other types of leave availed of, the appropriate abbreviation code should be recorded, together with the number of hours leave taken for each day and totalled in comments section. If further information needs to be given, the comments section should be used

**Recording of Attendance and Absences for Temporary Employees:**

- a) Attendance should be recorded using start and finish times for each day worked
- b) Absences should be recorded using the appropriate leave codes
- c) The abbreviation **SI** for Sleep In, where this applies
- d) The comments column should record the reason for the employment of the temporary staff and the name of the permanent employee being replaced

**NB: The Staff Attendance Record should be certified correct by the Line Manager/Supervisor before submitting to the HR Department.**

---

**FORMS:**

- ◆ [\*Appendix A1 – WCA/HR7 \(Residential Staff Attendance Record\)\*](#)
- and
- ◆ [\*Appendix A1 – WCA/HR7 \(Day Service Staff Attendance Record\)\*](#)