

ATTENDANCE RECORD - DAILY CHECK

20.....

*ONLINE first year work following for free vocation leave

Name of Employee	Position	Emp. ID #	Start Working	Y - M - D	"V" Last working date	Emergency Contact Person - Phone no.
NAME - SURNAME	N/A	ID - MEM	3-Jan-18	1 6 16	3 31-Dec-18	N/A
Line Manager	Site work / place of work	working date	working time	Business / Person Phone Number	Comment	
N/A	N/A	Mon to Fri	8.00 - 17.00	N/A	N/A	

S = SICK LEAVE ; C = CASUAL LEAVE ; V = VOCATION LEAVE ; R = RELIGIOUS LEAVE ; M = MATERNITY LEAVE																												Attendance Totals																
H = HOLIDAY PUBLIC ; A = ABSENT ; P = Present																																												
	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SICK	CASUAL	VOCATION	RELIGIOUS	MATERNITY	HOLIDAY P	ABSENT	PRESENT							
JANUARY			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	0	0	0	0	2	0	0			
FEBRUARY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	0	0	0	0	0	0	0	0			
MARCH						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	0	0	0	0	1	0	0
APRIL		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				0	0	0	0	0	3	0	0		
MAY				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	0	0	0	0	2	0	0		
JUNE						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	0	0	0	0	0	0	0	0	
JULY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			0	0	0	0	0	2	0	0		
AUGUST					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	0	0	0	0	1	0	0	
SEPTEMBER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				0	0	0	0	0	0	0	0		
OCTOMER				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0	0	0	0	0	2	0	0		
November						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	0	0	0	0	0	0	0	0	
DECEMBER		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				0	0	0	0	0	3	0	0	
Total																													0	0	0	0	0	0	16	0	0							
PERFORMANCE REVIEW																													30	3	6	15	90	16	-	240								

Rule :
 - Application of leave must be made to superior and submit to HR dept. within 5 working days, except sick leave or emergency cases.
 - Employee shall take leave after getting approval only. Otherwise he/she may be regarded as being absent and will not be paid on these leave days.

NOTE : All Leave inform before (DATE-MONTH) or emergency leave inform before 7:45 am
 S = SICK LEAVE : Have to inform as soon as possible or within 3 hours after you know that you cannot come to work and you will apply the letter of leave after you get back to work.
 C = CASUAL LEAVE : Have to inform as soon as possible or in least 2 days before leave. Only one year worked will get this casual leave.
 V = VOCATION LEAVE : Have to inform at least 1 month in advance. (worked experience; first year = 6 days, more than 5 years = 10 days, more than 10 years = 12 days)
 R = RELIGIOUS LEAVE : Have to inform at least 2 months in advance.
 M = MATERNITY LEAVE : Have to inform at least 3 months in advance.

*IF YOU HAVE ANY QUESTION PLEASE DO NOT HESITATE TO CONTACT - HUMAN RESOURCE DEPARTMENT +66 38 240638 EXT. 111

Checker..... Approved..... Employee Signature:
 Date/...../..... Date/...../..... Date/...../.....