

# ATTENDANCE RECORD - DAILY CHECK

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\*ONLINE first year work following for free vocation leave

Name of Employee	Position	Emp. ID #	Start Working	Y - M - D	"V" End of contract	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 Sat	7.30 - 16.30	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																															SICK	CASUAL	VOCATION	RELIGIOUS	MATERNITY	HOLIDAY P	ABSENT	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																	
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	4	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	
<b>Total</b>																																<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>						
<b>PERFORMANCE REVIEW</b>																																<b>30</b>	<b>3</b>	<b>6</b>	<b>15</b>	<b>90</b>	<b>17</b>	<b>-</b>	<b>290</b>							

**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 le

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**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 ...../...../.....