2021 ATTENDANCE RECORD

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name & #:** | | | | | | | | | | | | | | | **Manager/Supervisor** | | | | | | | | | | | | | | | |
| **Colour Absence Codes:** 🞏 **EDO – Earned Day Off (Flex Days)** 🞏 A – STIIP 🞏 V – Vacation | | | | | | | | | | | | | | | 🞏 **O – Other Leave/LWOP** 🞏 **M – Medical Appointments**  🞏 **SP – Special Leave** 🞏 **SH – Statutory Holidays** | | | | | | | | | | | | | | | |
| **JANUARY** | | | | | | |  | FEBRUARY | | | | | | |  | MARCH | | | | | | |  | **APRIL** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  |  |  | **1** | **2** |  |  | **1** | **2** | **3** | **4** | **5** | **6** |  |  | **1** | **2** | **3** | **4** | **5** | **6** |  |  |  |  |  | **1** | **2** | **3** |
| **3** | **4** | **5** | **6** | **7** | **8** | **9** |  | **7** | **8** | **9** | **10** | **11** | **12** | **13** |  | **7** | **8** | **9** | **10** | **11** | **12** | **13** |  | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **10** | **11** | **12** | **13** | **14** | **15** | **16** |  | **14** | **15** | **16** | **17** | **18** | **19** | **20** |  | **14** | **15** | **16** | **17** | **18** | **19** | **20** |  | **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| **17** | **18** | **19** | **20** | **21** | **22** | **23** |  | **21** | **22** | **23** | **24** | **25** | **26** | **27** |  | **21** | **22** | **23** | **24** | **25** | **26** | **27** |  | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **24** | **25** | **26** | **27** | **28** | **29** | **30** |  | **28** |  |  |  |  |  |  |  | **28** | **29** | **30** | **31** |  |  |  |  | **25** | **26** | **27** | **28** | **29** | **30** |  |
| **31** |  |  |  |  |  |  |
| Notes | | | | | | |  | Notes | | | | | | |  | Notes | | | | | | |  | Notes | | | | | | |
| MAY | | | | | | |  | **JUNE** | | | | | | |  | **JULY** | | | | | | |  | **AUGUST** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  |  |  |  | **1** |  |  |  | **1** | **2** | **3** | **4** | **5** |  |  |  |  |  | **1** | **2** | **3** |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |  | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  | **4** | **5** | **6** | **7** | **8** | **9** | **10** |  | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |  | **13** | **14** | **15** | **16** | **17** | **18** | **19** |  | **11** | **12** | **13** | **14** | **15** | **16** | **17** |  | **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |  | **20** | **21** | **22** | **23** | **24** | **25** | **26** |  | **18** | **19** | **20** | **21** | **22** | **23** | **24** |  | **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |  | **27** | **28** | **29** | **30** |  |  |  |  | **25** | **26** | **27** | **28** | **29** | **30** | **31** |  | **29** | **30** | **31** |  |  |  |  |
| **30** | **31** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notes | | | | | | |  | Notes | | | | | | |  | Notes | | | | | | |  | Notes | | | | | | |
| **SEPTEMBER** | | | | | | |  | **OCTOBER** | | | | | | |  | **NOVEMBER** | | | | | | |  | **DECEMBER** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |  | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  | **1** | **2** | **3** | **4** |  |  |  |  |  |  | **1** | **2** |  |  | **1** | **2** | **3** | **4** | **5** | **6** |  |  |  |  | **1** | **2** | **3** | **4** |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** |  | **3** | **4** | **5** | **6** | **7** | **8** | **9** |  | **7** | **8** | **9** | **10** | **11** | **12** | **13** |  | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **12** | **13** | **14** | **15** | **16** | **17** | **18** |  | **10** | **11** | **12** | **13** | **14** | **15** | **16** |  | **14** | **15** | **16** | **17** | **18** | **19** | **21** |  | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **19** | **20** | **21** | **22** | **23** | **24** | **25** |  | **17** | **18** | **19** | **20** | **21** | **22** | **23** |  | **21** | **22** | **23** | **24** | **25** | **26** | **27** |  | **19** | **20** | **21** | **22** | **23** | **24** | **25** |
| **26** | **27** | **28** | **29** | **30** |  |  |  | **24** | **25** | **26** | **27** | **28** | **29** | **30** |  | **28** | **29** | **30** |  |  |  |  |  | **26** | **27** | **28** | **29** | **30** | **31** |  |
|  |  |  |  |  |  |  |  | **31** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notes | | | | | | |  | Notes | | | | | | |  | Notes | | | | | | |  | Notes | | | | | | |
| **Total Days Absent By Month** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Jan** | | **Feb** | | **March** | | **April** | | **May** | | **June** | | **July** | | **Aug** | | **Sept** | | **Oct** | | **Nov** | | **Dec** | | JANUARY 2022 | | | | | | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
| **Record of Discussions with Employee** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  | **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** |  |  |  |  |  |
| **Reviewed by:** | | | | | | | | | | | | | | | | | | | | | | | | Notes | | | | | | |

**2021 Attendance Calendar**

The Attendance calendar tool can be used to track all the various absences from work.

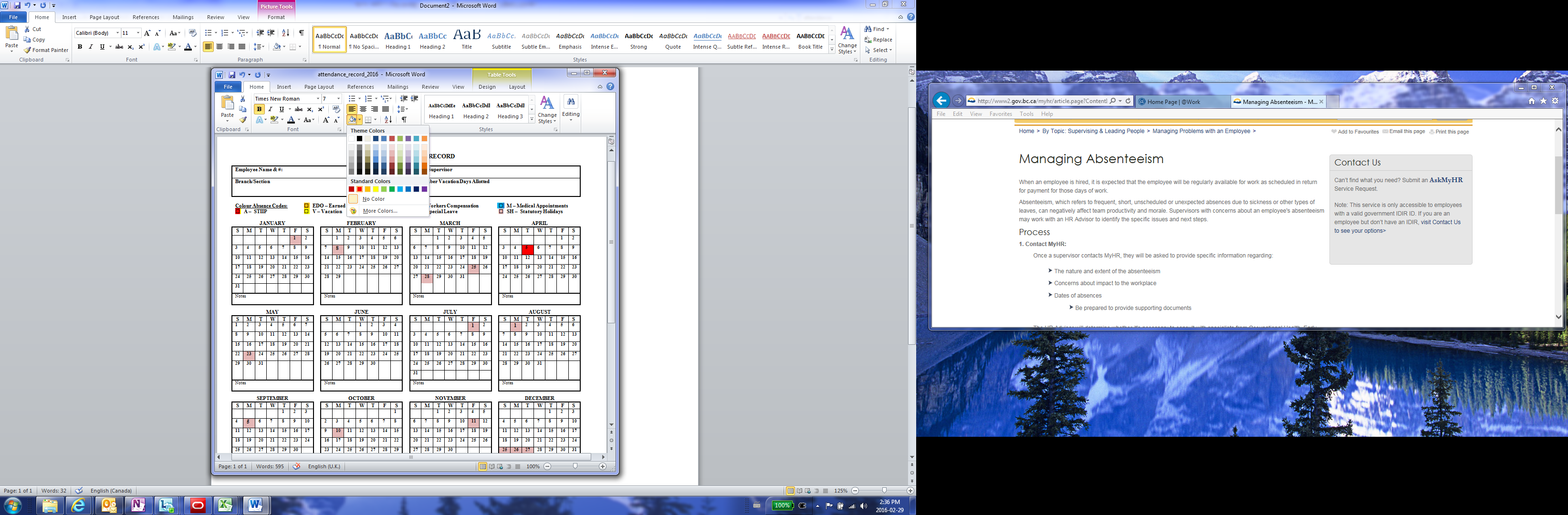
Use the Notes to capture the reasons for absences and any portion of days absent.

For BCGEU staff, see Article 20 for Leave provisions and Appendix 4 for more on benefit eligibility but note it is the supervisor’s responsibility to track the 6 months STIIP eligibility for each illness/injury.

To fill in colour in the date boxes on the calendar

1. click on the specific date
2. Select the colour fill-in icon  choose the corresponding detail absence colour
3. click on the colour (from Standard Colors)

As noted in the sample below April 5, has been chosen as a STIIP day and highlighted in Red



each month there is a text box for notes to capture the reasons or partial days absences

For consistency please use the following standard colours:

**Red**: any STIIP absence where the employee is using the illness and injury benefit

**Purple:** Earned day off (EDO) from modified work week, flex time, CTO,ETO etc.

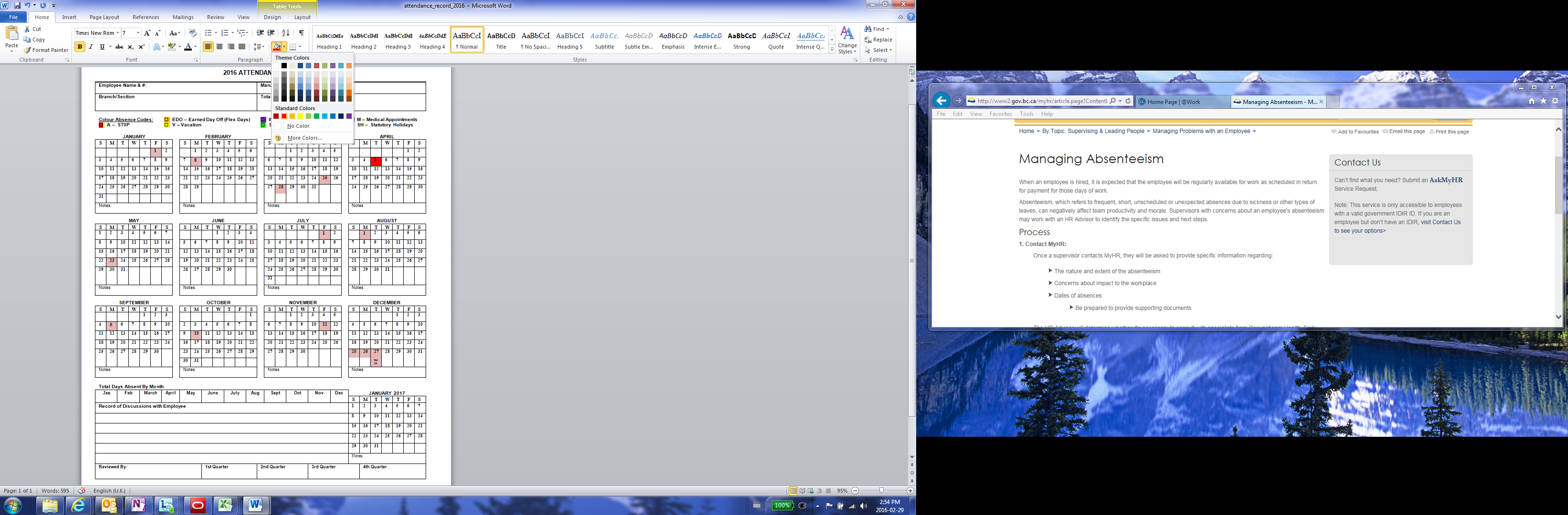
**Yellow**: Vacation entitlement

**Gold:** Other, to include LWOP (leave without pay), Workers Compensation, etc.

**Green**: Special Leave: Leaves identified in Master & component agreements

Blue: Medical Appointments under and over 2 hours

Rose: Statutory Holidays



You can use this section to track improvement month over month and also list dates when discussions took place with the employee.