# **BASIC CONDITIONS OF EMPLOYMENT ACT, 1997**

Section 31

#### **READ THIS FIRST**



### WHAT IS THE PURPOSE OF THIS FORM

This form is a record of attendance.

## WHO FILLS IN THIS FORM?

The employee or if the employee is unable the employer.

## WHERE DOES THIS FORM GO?

Must be kept in employer's possession.

#### **INSTRUCTIONS**

- Records must be kept by the employer for a period of three years from the date of the last entry in the record [section31(2)];
- No person may make a false entry in a record maintained in terms of subsection (1);
- An employer who keeps a record in terms of this section is not required to keep any other record of time worked and remuneration paid as required by any other employment law [section 31(4)].

#### NOTE

Whenever an employer has in terms of section 16 of the Act required or permitted an employee to perform work on a Sunday and grants the employee a day off in the next succeeding week [in terms of section 16(3)], the day off or day's leave must be clearly indicated in the date column on the day concerned.

This is only a model and not a prescribed form. Completing a document in another format e.g. electronic clock card, containing the same information is sufficient compliance with the regulation.

BASIC CONDITIONS OF EMPLOYMENT ACT, 1997
ATTENDANCE REGISTER
- Employees must make entries only in the section of the register reserved for their i

Note – Employees must make entries only in the section of the register reserved for their use

Employee number

Total hours worked Public holidays ည From Total hours worked Entries to be made by employees or if the employee is unable, the employer Sundays worked ည From Total hours worked Overtime worked ည From Total number of hours worked Each week Each day Finishing time ర్ Mea! intervals off Starting time Day of week Month: Year: Date

Name of employee

					Ē	ntries to	be made b	Entries to be made by employees or if the employee is unable, the employer	es or if th	e employe	e is unal	ole, the er	mployer				
Year: Month:			Meal Intervals			Total number of hours worked	umber iurs	Overt	Overtime worked	p	Sun	Sundays worked	rked	<u>P</u>	Public holidays worked	skis	Remarks
Date Day of week	Signature of	Starting time	Off	δ	Finishing time	Each	Each	From	₽	Total hours worked	From	<b>ئ</b>	Total hours worked	From	To	Total hours worked	
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TOTAL NI	TOTAL NUMBER OF HOURS WORKED	S WORKED															