

Note:-Employees must make entries only in the section of the register reserved for their use.

BASIC CONDITIONS OF EMPLOYMENT ACT, 1997
WET OP BASIESE DIENSVORWAARDES, 1997

ATTENDANCE REGISTER

Name of Employee / Naam van Werknemer _____

This page to be used by One Shop Assistant Only

DATE AND DAY OF WEEK DATUM EN DAG VAN WEEK		ENTRIES TO BE MADE BY EMPLOYEES			INSKRYWINGS MOET			
YEAR JAAR		SIGNATURE / HANDTEKENING	TIME OF COMMENCING WORK TYD WAAROP WERK BEGIN WORD	INTERVALS OF WORK TUSSENPOSES VAN WERK				
MONTH MAAND				OFF AF	ON AAN	OFF AF	ON AAN	
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Notes

- (1) Under headings "OFF" and "ON" in column referring to "Intervals off work", insert time and interval commences and time work resumes (see sections 2 (2)(b), 4 (2)(a), 5 (2)(a) and 7 of the Act).
- (2) When an employer provides a semi-automatic time recorder in the place of an attendance register, he shall provide each of his employees with a card indicating the name of the employee and the date of the termination of the week in respect of which it is to be used and on which shall be recorded the time of commencing work, the time of commencement and termination of all meals or other intervals and the time of finishing work for the day.
- (3) The register or card, or a microreproduction thereof, shall be retained by the employer for a period of not less than three years after the date of the last entry therein or thereon (see section 20 (3) of the Act).