



## LETTER CIRCULAR

**Information:** ✓

**Action Required:** ✓

**Ref:** HR/39/2016

**From:** Mary Scicluna, Director HR (MEDE)

**To:** Permanent Secretary, Directors General, Directors, College Principals, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section/Unit

**Subject:** Attendance Sheet

**Date:** 11<sup>th</sup> October 2016

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The Human Resources Department within the Operations Department MEDE wishes to draw your attention to the correct maintenance of the attendance sheets as outlined in the PSMC.

### **Attendance Registers**

Attendance sheets are to be kept in loose-leaf form and all Public Officers up to Scale 6 are required to include their signature in the space provided on the attendance sheet (GP41, see [Appendix 3.1V](#)), as well as register the times of arrival and departure with respect to both the morning and the afternoon sessions. When amendments to attendance sheets are required, these should not be deleted through the use of correcting fluid or any other concealing material. The original signature and/or arrival/departure time should be crossed out and a fresh entry at the side or above, as the case may be, is to be included. Any adjustments to attendance sheets must be signed and authenticated by the senior officer in charge.

Absences on account of sick, vacation leave, paid or unpaid leave are recorded in red ink in the space provided for the officer's signature by the senior officer in charge.

It is to be ensured that all paid and unpaid leave have been approved before hand; medical certificates handed in and applications for vacation leave correspond with the attendance sheets before attendance sheets are certified correct at the start of each week by the senior officer in charge.

Attendance registers, with the exception of those for the years 1976 to 1979, are to be retained for two (2) years in respective office/school/unit.

### **Late Arrivals**

Immediately after normal opening hours attendance registers are to be withdrawn and be placed in the office of the Head of School/Director concerned. Late arrivals are to register their attendance in their office, furnishing an explanation whenever required.

The penalty for staff who persist in late attendance is a deduction of pay which is separate from any disciplinary action which may be necessary as indicated at [Chapter 10](#) of the PSMC.

### **Temporary absences**

Except for messengers, temporary absences on official business are to be recorded in a Temporary Absences Record Sheet (GP42, see [Appendix 3.V](#)).

Leaving the place of work on personal business is allowed only in exceptional circumstances. Such absences, which should be recorded in the Temporary Absences Record Sheet, are to be authorized by the senior officer in charge who should initial the entry and whose name should be quoted in the "Authority" column.

### **Log books**

Staff mainly engaged on outdoor duties are to keep a log-book on GP 50 (see [Appendix 3.VI](#)).

Attendance registers are to be inspected at the start of each week by Directors, or senior officers not below the grade of Principal who are to see that the previous week's record of attendance is complete in every detail. Temporary Absences Books and Log Books are to be similarly inspected at least once a fortnight.

Your compliance to the above is highly solicited.

**Mary Scicluna**  
**Director HR (MEDE)**