

TIME BOOK

INSTRUCTIONS

1. The time book will be managed by the Principal or other senior teacher delegated by the Principal.
2. All Government employees (Principal, teachers and ancillary staff) are required to sign their name and time of arrival and departure each day.
3. Any employee who is required to work "off site" during the day, e.g. a teacher attending an off island workshop, will record the off-site location in the time book.
4. Personnel absence – marking time book. For an employee who is absent due to sick leave – mark the time book SL. For an employee on **approved** special leave with pay, mark the time book accordingly. Special leave includes: maternity leave (ML), compassionate leave (CL), paternity leave (PL), bereavement leave (BL), exam leave (EL), national representation leave (NL), inter-island leave (IL)
5. All non approved leave is to be entered as LWOP

TIME BOOK SUMMARY

1. It is the responsibility of the Principal to ensure that the time book summary is accurately completed and sent to the Salaries Clerk, MoE every Thursday fortnight. Failure to comply may result in a delay in pay.
2. Record all employee absences for the previous fortnight (from time book). Note in the relevant date column the type of absence i.e. SL, ML, LWOP etc.
3. Summarise the leave on Wednesday in the right hand columns.
4. All employees marked present will be paid for 35 hours per week (70 per fortnight)

TERM RETURN

- 1 The Term Return is due with the Ministry on the **second Friday** of each Term
- 2 Please follow the Instructions at the foot of the sheet carefully and accurately.
- 3 Only students who are officially enrolled are to be counted (no adult enrolments)
- 4 All Term Returns must be accurate, any wide fluctuation in roll numbers will be investigated at the next audit visit.
- 5 Staffing entitlements and the school's operational budget are based upon the data sent in Term 3.