**Year:** 202X

**UNV Attendance Record Card**

Name UVP ID:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ANNUAL LEAVE** | **UNCERTIFIED SICK LEAVE** | **CERTIFIED SICK LEAVE** | **COMMENTS** |
|  |  |  |  |  |  |  |  |  |  | Apply as per contract modality leave entitlements for Annual Leave (AL), Certified Sick (CS), Uncertified SicK (US), Family Leave (FEL), etc.**\* UN Official Holidays to be indicated accordingly** |
| Closing Balance 202X |  |  | Closing Balance 202X |  | Closing Balance 202X |  |
| Credit | Take | Adjustment | Balance | Credit | Take | Adjustment | Balance | Credit | Take | Adjustment | Balance |
|  | 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 |
| Jan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Feb |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mar |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apr |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| May |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jun |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jul |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Aug |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Oct |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nov |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dec |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PRESENT DUTY STATION |  | ENTRY ON DUTY DATE |  |  |

(Family name, First name)

HOST ENTITY

PLACE OF HOME VISIT (IUNV only)

|  |  |
| --- | --- |
| AL | Annual Leave 1 Day |
| S | Sick Leave 1 Day - Uncertified |
| 1/2A | Annual Leave 1/2 Day &1/2 worked |
| 1/2AU | Annual Leave 1/2 Day &1/2 Uncertified sick |
| SC | Sick Leave 1 Day - Certified |

|  |  |
| --- | --- |
| 1/2 AS | Annual Leave 1/2 Day & 1/2 Certified Sick Day |
| FEL | Family Emergency Leave (charged to Uncertified Sick Leave) |
| HL | Home Leave (charged to Annual Leave) |
| FV | Family Visit (charged to Annual Leave |
| CDO | Compensatory Day Off (Travel) |

|  |  |
| --- | --- |
| **OH** | **UN Official Holiday** |
| RR | Rest & Recuperation |
| M | Maternity Leave |
| P | Paternity Leave |
| ME | Medical Evacuation (charged to Certified Sick Leave) |

Signature of UN volunteers Signature of Supervisor