



ATTENDANCE SHEET FOR ICA HOLDERS

Staff Full Name: Andrew Pius Ouma

Month & Year: May 2023

Functional Title: ICT Specialist (Software Development)

Duty Station: Nairobi

Type of Contract: ☐ IICA ☐ LICA ☐

Project No: _____

Description	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
Present at work		7	7	7	5			5	5	4	4	4			4	4	6		6			6	6		8			8	8	8	8
Weekends																															
Annual Leave																															
Sick leave/certified																															
Official Holiday																															
Official Travel within country																															
Compensatory Time Off																															
Official Travel out of country																															
Hardship Leave																															

Name of Staff: Andrew Pius Ouma

Signature: 

Checked and Certified by HR:

Name of Supervisor: Baryalay BAZ

Name of HR Focal Point: _____

Signature: _____

Signature: _____

Notes

- a) Weekends- Weekend constitutes Fridays and Saturdays for all staff except whose work week follows the respective Ministry they are attached to.
- b) Sick Leave/ Certified leave is applicable to ICA

Use below sign while to fill sheet	
Worked Days/Present at work	8
Half days worked/leave	4

