

# RECORD OF EVENTS - 2021

Please refer to Standard Operating Procedures **SOP0003 – Record of Events Card** at <https://ssiconsulting.ca/resources/> for instructions and a completed sample Record of Events Card.

<b>Company Name</b>	
---------------------	--

<b>Employee Name</b>	First name	Last Name
----------------------	------------	-----------

<b>Employee #</b>	
-------------------	--

<b>Job Title</b>	
------------------	--

<b>Department</b>	
-------------------	--

	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																																

**Event Codes**

- |   |                             |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
|---|-----------------------------|---------|----|------------------|----|-------------------|---|------------|----|----------------------|----|-------------|---|-------------------|---|---|-----------|---|------|----|--------------|----|---------|-----|----------------------|----|-----------------|----|-----------------|---|-----|----------------|----|-----------|----|-----------------|----|-------------------|---|----------|---|----------|-----|-----------------------------|
| <table border="1" style="width: 100%; font-size: 8px;"> <tr><td style="padding: 2px;">A</td><td>Absence</td></tr> <tr><td style="padding: 2px;">AA</td><td>Approved Absence</td></tr> <tr><td style="padding: 2px;">BL</td><td>Bereavement Leave</td></tr> <tr><td style="padding: 2px;">D</td><td>Discipline</td></tr> <tr><td style="padding: 2px;">DA</td><td>Doctor's Appointment</td></tr> <tr><td style="padding: 2px;">EL</td><td>Early Leave</td></tr> <tr><td style="padding: 2px;">H</td><td>Statutory Holiday</td></tr> </table> | A                           | Absence | AA | Approved Absence | BL | Bereavement Leave | D | Discipline | DA | Doctor's Appointment | EL | Early Leave | H | Statutory Holiday | <table border="1" style="width: 100%; font-size: 8px;"> <tr><td style="padding: 2px;">J</td><td>Jury Duty</td></tr> <tr><td style="padding: 2px;">L</td><td>Late</td></tr> <tr><td style="padding: 2px;">LD</td><td>Light Duties</td></tr> <tr><td style="padding: 2px;">LO</td><td>Lay-Off</td></tr> <tr><td style="padding: 2px;">LTD</td><td>Long Term Disability</td></tr> <tr><td style="padding: 2px;">ML</td><td>Maternity Leave</td></tr> <tr><td style="padding: 2px;">PL</td><td>Paternity Leave</td></tr> </table> | J | Jury Duty | L | Late | LD | Light Duties | LO | Lay-Off | LTD | Long Term Disability | ML | Maternity Leave | PL | Paternity Leave | <table border="1" style="width: 100%; font-size: 8px;"> <tr><td style="padding: 2px;">PRL</td><td>Personal Leave</td></tr> <tr><td style="padding: 2px;">SD</td><td>Storm Day</td></tr> <tr><td style="padding: 2px;">SP</td><td>Sick Day - Paid</td></tr> <tr><td style="padding: 2px;">SU</td><td>Sick Day - Unpaid</td></tr> <tr><td style="padding: 2px;">T</td><td>Training</td></tr> <tr><td style="padding: 2px;">V</td><td>Vacation</td></tr> <tr><td style="padding: 2px;">WCB</td><td>Work Related Illness/Injury</td></tr> </table> <div style="margin-top: 20px; display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #add8e6; margin-right: 5px;"></div> <span>Weekend</span> </div> | PRL | Personal Leave | SD | Storm Day | SP | Sick Day - Paid | SU | Sick Day - Unpaid | T | Training | V | Vacation | WCB | Work Related Illness/Injury |
| A   | Absence                     |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| AA  | Approved Absence            |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| BL  | Bereavement Leave           |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| D   | Discipline                  |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| DA  | Doctor's Appointment        |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| EL  | Early Leave                 |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| H   | Statutory Holiday           |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| J   | Jury Duty                   |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| L   | Late                        |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| LD  | Light Duties                |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| LO  | Lay-Off                     |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| LTD   | Long Term Disability        |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| ML  | Maternity Leave             |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| PL  | Paternity Leave             |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| PRL   | Personal Leave              |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| SD  | Storm Day                   |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| SP  | Sick Day - Paid             |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| SU  | Sick Day - Unpaid           |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| T   | Training                    |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| V   | Vacation                    |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |
| WCB   | Work Related Illness/Injury |         |    |                  |    |                   |   |            |    |                      |    |             |   |                   |   |   |           |   |      |    |              |    |         |     |                      |    |                 |    |                 |   |     |                |    |           |    |                 |    |                   |   |          |   |          |     |                             |

**Event Details**

Date	Initials	Notation

