

HSRC INTERNS' WEEKLY REGISTER

Intern Name & Surname:.....

Host Institution:.....

Mentor Name & Surname:.....

Month:.....

N.B: This monthly register must be completed for all HSRC Interns and be sent to HSRC at the 21st of each month. This register will account for attendance of the 1st day of each month to the 21st of each month (i.e. 21 days) for the first Month. From the second month onward, timesheets must be captured from the 22nd of each month to the 21st of the following month.

Failure to submit this register will lead to non-payment of intern's salary.

Week 1							Remarks e.g. Type of leave taken and whether with full pay or without pay
Sun	M	T	W	T	F	Sat	
Week 2							
Sun	M	T	W	T	F	Sat	
Week 3							
Sun	M	T	W	T	F	Sat	
Week 4							
Sun	M	T	W	T	F	Sat	
Week 5							
Sun	M	T	W	T	F	Sat	

Intern*	
Signature:.....	Date:.....
Mentor	
Signature:.....	Date:.....

*I declare that all the information provided (including all attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to discharge from the NSF-HSRC Internship programme.

CODES:

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|--------------------|--------------------------------|--------------------------------|
| L = Annual leave | U = Leave (Unpaid) | FRL = Family Responsible Leave |
| S = Sick leave | HIH = Host Institution Holiday | ILD = Institutional Lockdown |
| C = Special leave | A = Absence (Unpaid) | |
| PH= Public Holiday | P = Present | |

Please note that interns who have utilised all their leave credits should take unpaid leave (Code U) and this should reflect in the corresponding day of the week. Please send the completed form to DSI_HSRC_Internship@hsrc.ac.za