

ST. THOMAS UNIVERSITY

Non-Union Staff - Record of Absence

All staff must complete the monthly Record of Absence form for any type of leave. Forms must be signed by the employee and their immediate supervisor. Completed forms are to be returned, on a monthly basis, to the Human Resources Office – MMH 411.

Employee Name

Employee's Signature

Supervisor's Signature

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labour Day – University Closed	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

Please use the following codes (noted in bold) to record all absences for the month:

B - Bereavement Leave

DR - Doctor or other appointments
where time is not made up

O - Other (University Business, etc.)

OT - Overtime hours
(Must include "Overtime Form")

S - Sick

TO - Time Off (from overtime worked)

UL - Unpaid Leave

V - Vacation

ST. THOMAS UNIVERSITY

Non-Union Staff - Record of Absence

All staff must complete the monthly Record of Absence form for any type of leave. Forms must be signed by the employee and their immediate supervisor. Completed forms are to be returned, on a monthly basis, to the Human Resources Office – MMH 411.

Employee Name

Employee's Signature

Supervisor's Signature

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Thanksgiving Day – University Closed	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Please use the following codes (noted in bold) to record all absences for the month:

B - Bereavement Leave

DR - Doctor or other appointments
where time is not made up

O - Other (University Business, etc.)

OT - Overtime hours
(Must include "Overtime Form")

S - Sick

TO - Time Off (from overtime worked)

UL - Unpaid Leave

V - Vacation

ST. THOMAS UNIVERSITY

Non-Union Staff - Record of Absence

All staff must complete the monthly Record of Absence form for any type of leave. Forms must be signed by the employee and their immediate supervisor. Completed forms are to be returned, on a monthly basis, to the Human Resources Office – MMH 411.

Employee Name

Employee's Signature

Supervisor's Signature

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 In lieu of Remembrance Day – University Closed	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Please use the following codes (noted in bold) to record all absences for the month:

B - Bereavement Leave

DR - Doctor or other appointments
where time is not made up

O - Other (University Business, etc.)

OT - Overtime hours
(Must include "Overtime Form")

S - Sick

TO - Time Off (from overtime worked)

UL - Unpaid Leave

V - Vacation

ST. THOMAS UNIVERSITY

Non-Union Staff - Record of Absence

All staff must complete the monthly Record of Absence form for any type of leave. Forms must be signed by the employee and their immediate supervisor. Completed forms are to be returned, on a monthly basis, to the Human Resources Office – MMH 411

Employee Name

Employee's Signature

Supervisor's Signature

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 University Closed	25 University Closed	26 University Closed	27 University Closed	28 University Closed	29
30	31					

Please use the following codes (noted in bold) to record all absences for the month:

B - Bereavement Leave

DR - Doctor or other appointments
where time is not made up

O - Other (University Business, etc.)

OT - Overtime hours
(Must include "Overtime Form")

S - Sick

TO - Time Off (from overtime worked)

UL - Unpaid Leave

V - Vacation