

# 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*

### May 2022

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 Victoria Day – University Closed	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

**S** - Sick

**TO** - Time Off (from overtime worked)

**UL** - Unpaid Leave

**V** - Vacation

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### June 2022

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	25
26	27	28	29	30		

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### July 2022

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

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

- |                              |                                                                       |                                              |                            |
|------------------------------|-----------------------------------------------------------------------|----------------------------------------------|----------------------------|
| <b>B</b> - Bereavement Leave | <b>DR</b> - Doctor or other appointments<br>where time is not made up | <b>O</b> - Other (University Business, etc.) | <b>OT</b> - Overtime hours |
| <b>S</b> - Sick              | <b>TO</b> - Time Off (from overtime worked)                           | <b>UL</b> - Unpaid Leave                     | <b>V</b> - Vacation        |

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### August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Brunswick Day – University Closed	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			

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