

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 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labour Day – University Closed	7	8	9	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

S - Sick

TO - Time Off (from overtime worked)

UL - Unpaid Leave

V - Vacation

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October 2021

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

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November 2021

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

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December 2021

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
26	27 University Closed	28 University Closed	29 University Closed	30 University Closed	31 University Closed	

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