

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

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's 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		

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

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February 2019

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 Family Day – University Closed	19	20	21	22	23
24	25	26	27	28		

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March 2019

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 31	25	26	27	28	29	30

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April 2019

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 Good Friday – University Closed	20
21	22 Easter Monday – University Closed	23	24	25	26	27
28	29	30				

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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