

# 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 2021

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 31	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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### February 2021

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

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### March 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	25	26	27
28	29	30	31			

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### April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Good Friday – University Closed	3
4	5 Easter Monday – University Closed	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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