

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 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 Victoria Day – University Closed	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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June 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	25	26	27	28	29
30						

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July 2019

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	25	26	27
28	29	30	31			

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August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 New Brunswick Day – 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	31

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