101 Recording of Absences (Attendance), Professional & Managerial Staff

Revised: October 1999

Every Department Head is responsible for maintaining records of professional staff absences in their area. This means ensuring that those taking absences apply for vacation, sick leave, parental leave, etc.; and keeping records of the absences. It does not mean having professional staff sign in and out each day....

This meets Ontario's requirement for vacation records and helps the University and its staff get the appropriate benefit from long term disability insurance.

Page category: Policy [1]

Source URL:https://www.uoguelph.ca/hr/staff-faculty-hr-policies-professional-staff/101-recording-absences-attendance-professional

Links
[1] https://www.uoguelph.ca/hr/page-category/policy