201 Attendance, Support Staff

Revised: Octoer 1998

For the purpose of controlling vacations, sick leave, long term disability benefits, etc., every Department Head must ensure that within their area of jurisdiction, the attendance of their support staff is reported to Human Resources on bi-weekly time sheets. Such reporting enables maintenance of centralized computer records of staff absences due to vacation, sick leave, etc., and fulfils the University's legal requirement to keep such records.

Source URL:https://www.uoguelph.ca/hr/staff-faculty-hr-policies-support-staff/201-attendance-support-staff