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Procedure

1. A staff member who is absent from the office for any period of time other than scheduled breaks or work-related undertakings must report any such period of time and identify which leave category it is to be deducted from as per the following procedure.
 - a. The Administrative Assistant will maintain attendance records and will post each employee's scheduled hours of work, including start time, morning break, lunch, afternoon break and end time.
 - b. All time off shall be requested by the staff member via the completion of the Application for Leave form identifying the category of leave being requested. For periods of unscheduled sick leave this shall be done after the fact. Sick leave can only be taken when an individual is unable to work because of their own illness or injury, medical treatment or examination.
 - c. The staff member shall forward the completed Application for Leave form to her/his immediate supervisory (where applicable) for recommendation as to whether the leave be granted or denied.
 - d. The Application for Leave form, with the supervisor's recommendation, shall be submitted to the Assistant General Manager for final review and consideration of approval.
 - e. Each staff member shall post any period during which they will be out of the office on the OSTA calendar, and include the reason from the list below. This includes all periods of absence outside the staff member's

normal daily schedule and includes work-related activities, approved leave and unapproved leave.

- i. Conference (including organization)
 - ii. Death in the Immediate Family
 - iii. Death in the Family
 - iv. Illness in the Immediate Family
 - v. Jury Duty
 - vi. Leave Without Pay
 - vii. Meeting (including location and with whom)
 - viii. Quarantine
 - ix. Religious Holiday
 - x. Sick Leave
 - xi. Site Visit (including site)
 - xii. Special Leave
 - xiii. Time in Lieu
 - xiv. Training (including location and type)
 - xv. Vacation
- f. The Administrative Assistant shall post all time off in the leave reporting system.
 - g. Unapproved absences shall be deemed to be a leave of absence without pay.
 - h. Attendance shall be reconciled as soon as possible, ideally during the first week of each month for all leave taken during the previous month.