

Employee Name: _____
 Employee ID: _____
 Business Unit: _____

Dates: _____ to _____
(MM/DD/YY) (MM/DD/YY)

- Instructions:**
1. All full time salaried employees will complete this form every pay period whether absent or not. (excluding OPFFA)
 2. Normal scheduled working hours are not reported on this form.
 3. Lieu time hours earned, recorded and approved on this sheet are banked and NOT paid out.
 4. Payment for overtime hours does NOT get reported on this form. Overtime being paid out must be recorded on a *Time Reporting Form* and submitted to Payroll.
 5. Once this document is complete, it must be approved by the appropriate manager/supervisor and forwarded to the department's designated representative for collecting attendance information.

Part 1 - Exception Reporting

Check box if no exception time this period.

OR

Complete table if exception time this period

Week 1

Day	Date	Code	Hours	Occurrence	Lieu Start and End Times with Explanation	Lieu Manager Approval
Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						

Week 2

Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						

Code Types (alphabetical by definition)

- | | | | |
|-----|---|-----|--|
| 155 | Bereavement | 62 | Modified Work / Non Occupational |
| 955 | CWW (Compressed Work Week) * | 900 | Off without Pay (COS required) |
| 160 | Conference | 130 | Other(Please Provide reason) |
| 910 | Emergency Leave-No Pay (COS required) | 922 | Sick - no pay (COS required) |
| 930 | Family Medical Leave | 120 | Sick - under occurrence, enter 1 for full day or X for partial day |
| 170 | Floater Day | 920 | Suspension - No Pay (COS required) |
| 180 | Jury Duty | 185 | Suspension - with Pay (COS required) |
| 48 | Lieu Earned at 1x (CUPE 1329 and Non-Union non-Management) ** | 162 | Telecommuting * |
| 49 | Lieu Earned at 1x (Non-Union Management) ** | 175 | Training/Seminar |
| 51 | Lieu Earned (Management ONLY based on Policy) - explanation & approval required | 150 | Union Leave |
| 50 | Lieu Earned (CUPE 1329 and Non-Union) - actual hours worked | 230 | Vacation |
| 55 | Lieu Taken (CUPE 1329 and Non-Union ONLY) | 60 | WSIB - absent from work |
| 56 | Lieu Taken (Management ONLY based on Policy) | 61 | WSIB / Modified Work |
| 165 | Medical Appointment | | |
| 121 | Medical Case Management | | |

* subject to approved FWA proposal

** see reverse "Purpose of Document" #5 for additional details

Part 2 - Signatures

Employee Signature: _____

Manager Signature: _____

Date: _____

Date: _____

Purpose of Document:

This form is to be used in every department to record the reported reason for each medical and non-medical full time salaried employee absence, so that the appropriate leave coding and follow-up actions can be determined. The form must be completed bi-weekly according to the payroll schedule for full time salaried employees whether absent or not.

1. Under the Employment standards Act, a minimum of one half hour must be taken for lunch.
2. Employees who participate in the Flexible Work Arrangement program are encouraged to schedule appointments around their Flexible Work Arrangement schedule whenever possible.
3. The Employees Absence Report does not need to be completed for statutory holidays.
4. Employees are not to be asked to disclose the diagnosis of any medical condition they may have.
5. Code **48** (Lieu Earned at 1x - 1329 and Non-Union Non-Management) and Code **49** (Lieu Earned at 1x - Non-Union Management) are used when:
 - a. Employees participating in a Reduced Work Week or Job Share Arrangement are required to work hours outside of their normal reduced schedule (up to 35 hours)
 - b. Employees are required to work on the actual date of a designated holiday and receive another day off in lieu of the holiday
6. Sick leave is not intended for purposes such as, but not limited to, those identified below, and therefore will not be approved for such purposes:
 - a. to augment or extend a vacation period, statutory holiday, weekends or other days off;
 - b. to accommodate legal, professional, financial or realty appointments;
 - c. to arrange for or participate in the moving or relocation of a household,
 - d. to accommodate school professional development days;
 - e. to attend courses, seminars, lectures or associated professional development activities;
 - f. for doctor/dental or specialist appointments (unless otherwise specified in collective labour agreement); and
 - g. for family care absences, including
 - sickness in the family (e.g. child, spouse, parent sick);
 - death of a family member;
 - child care (e.g. taking a child to doctor's appointment);
 - elder care, and
 - h. stress, in cases where a non-disabling and/or a non-medically verifiable psychological illness exists.
7. In accordance with article 18.01 of the collective agreement, CUPE 1329 probationary employees are only "entitled to three (3) sick days with pay which can only be used after the completion of three (3) months and shall not be carried over beyond the probationary period if the employee successfully completes his/her probationary period." These days must be coded as 922.
8. Employees should record their first vacation day as their floater day.
9. Collection of personal information on this form complies with the Municipal Freedom of Information and Protection of Privacy act, R.S.O. 2001