

Section/Number: Human Resources – 010	Approval Date: (DD/MM/YY)
Subject: Hours of Work	Amendment Dates:
<p>Policy</p> <p>Employees are expected to attend work during their regular hours of work.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees will be advised of their regular hours of work in their Letter of Offer. 2. Unless absent with authorized leave (i.e. vacation leave, sick leave, etc.), employees are expected to attend work during their regularly scheduled hours of work. 3. The Supervisor is responsible for ensuring that attendance records are maintained for all employees. <ol style="list-style-type: none"> 3.1. Attendance registers will record the attendance and absences of each employee with sufficient information to substantiate all payments of salary and the accrual of all credits associated with the salary 4. Employees must request authorization for any absence, scheduled or unscheduled, as soon as reasonably possible: <ol style="list-style-type: none"> 4.1. The request must include a reason for, and an estimate of the duration of, the absence. 4.2. The Supervisor will ask the employee to submit the request in writing. 4.3. If approved, the Supervisor will sign the request and/or submit the request to the SAO as appropriate. 5. If the leave is taken and not authorized, the employee may be subject to corrective action and the employee's pay may be reduced to reflect the unauthorized time away from work. 	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>N/A</p>	

Sample Leave Form

Leave of Absence Request Form

Employee Name: _____

Date: _____

Type of Leave Requested: _____

Start Date/Time of Leave: _____

Return to Work Date/Time: _____

Verification of Leave Credits: _____

Employee Signature: _____

Supervisor Signature: _____

Senior Administrative Officer Approval: _____

(If leave is denied, Senior Administrative Officer will advise in writing.)