

## administration • reference memo

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keywords

- **EXCEPTIONAL TIME REPORTING**
  - **EMPLOYEE**
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### **PURPOSE**

To ensure that employee exceptional time reporting is recorded and reported in the period it was worked to meet legislative requirements and to accurately reflect sick and vacation time on the employees pay stub.

### **POLICY**

A time report will be submitted monthly to Payroll before the cutoff date of the following payroll. If an employee has been away and will not meet the cutoff date, the supervisor must report the time. Cutoff dates will be published on the college intranet.

### **RESPONSIBILITY**

Vice-President, Finance & Administration shall administer and apply the policy.