FRONTIER SCHOOL DIVISION

SUPPORT STAFF TIME AND ATTENDANCE REPORT
All Union and Non-Union support staff are required to complete this report bi-weekly.

School: _____ **Employee Number:** _____

_____ _____
Employee Last Name (please print) **Employee First Name (please print)**

☐ **(Union)** ☐ **(Non-Union)**

Report for the period from _____ **to** _____

JOB 1: _____

INDICATE NUMBER OF WORK HOURS PER DAY ☐6.0 ☐7.25 ☐8.0 _____ Other

Day	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Date														
Regular Hours Worked														
Extra Hours Worked														
Extra Hours Banked														
Extra Hours Paid														
Leave Hours Taken														
Leave Code														

JOB 2: _____

INDICATE NUMBER OF WORK HOURS PER DAY ☐6.0 ☐7.25 ☑8.0 _____ Other

Day	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Date														
Regular Hours Worked														
Extra Hours Worked														
Extra Hours Banked														
Extra Hours Paid														
Leave Hours Taken														
Leave Code														

Please provide an explanation for absences in shaded area(s). For unionized staff, please refer to the Collective Agreement.

Leave Codes:
BANK – Banked Time
BL – Bereavement Leave
CL – Compassionate Leave (Sudden/Serious Illness) CURR – Co-Curricular Leave
EADAY – 10 Required Unpaid Days (EAs only) EASUB – Working as a Substitute Teacher
FTRIP – Educational/Sports Trip
JURY – Jury Duty
LIEU – In Lieu of (worked a holiday)
LWOP – Leave without Pay
PD – Professional Development
PERS – Personal Leave
POL – Political Leave
SL – Sick Leave
SF – Family Sick (Spouse/Child/Parent Illness)
STAT – Statutory Holiday
TD – Travel Day
UBUS – Union Business
VAC - Vacation
WCB – Workers' Compensation Board

Comments	

Employee Signature: _____

Prepared by: _____ Approved by: _____
(If other than employee)

Date: _____ Date: _____

This document is available in alternative formats by request

December 2018