

**To:** Supervisors, Full-Time Staff, and Contract Staff

**Subject: 2024 Annual Attendance Sheet Submission**

This memorandum outlines the process for submitting your overdue annual attendance sheets. Please read carefully and follow the instructions provided. To ensure accurate record-keeping, we will **only accept attendance records that meet the specified criteria below**. Files that are not in the correct format or lack supervisor approval will not be accepted and will be returned to your supervisor for correction.

**Submission Period:**

- Annual attendance sheets are due by January 31st yearly.

**Submission Format and Requirements:**

- Attendance sheets must be submitted as a **single-page PDF file**.
  - The file name must follow this format:  
**lastname.firstname.department.employeegroup.Annual.2024.pdf**  
Example: Smith.John.HumanResources.Sched.tech.Annual.2024.pdf
  - Use employee group ".sched.tech" for schedule II and technical staff
  - Use employee group ".COPE." for COPE employees
  - Use employee group ".Contract." for contract employees
  - Use employee group ".Other." for full-time hourly staff
  - For corrected submissions use:  
**Corrected.lastname.firstname.department.employeegroup.Annual.2024.pdf**
- **Supervisor approval** is required. Please ensure your supervisor has reviewed and approved your attendance sheet before submission.
- Submissions will be made through a **Google Form** accessible via the following link: <https://forms.gle/vRvokKKVKStkXTdh7>

**Important Notes:**

- Please ensure that all dates and times are accurate before submitting your documents.

**Resources:**

To assist you in completing your attendance sheets, please refer to the following resources:

- **Policy:** [Staff Vacation Policy.pdf](#), [Workplace Leaves of Absences.pdf](#)
- **Collective Agreements:** [Vacation and Sick Leave | Lakehead University](#)
- **Attendance Sheet Template:** [Vacation and Sick Leave | Lakehead University](#)
- **Accrual Charts:** [Vacation and Sick Leave | Lakehead University](#)

**Purpose:**

These attendance sheets are required for payroll accuracy, compliance and internal reporting.

We appreciate your cooperation in adhering to these guidelines. If you have any questions, please contact Tiffany Moore [trmoore@lakeheadu.ca](mailto:trmoore@lakeheadu.ca).  
Thank you.