

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

**Subject: 2025 Annual Attendance Sheet Submission**

This memorandum outlines the process for submitting your 2025 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.employeeegroup.Annual.2025.pdf  
Example: Smith.John.HumanResources.Sched.tech.Annual.2025.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.employeeegroup.Annual.2025.pdf**
- **Supervisor approval** is required. Please ensure your supervisor has reviewed, approved and signed your attendance sheet before submission.
- Submissions will be made through a **Google Form** accessible via the following link:  
<https://forms.gle/8ycAFqDapQR9ZxBz6>

**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, Workplace Leaves of Absences
- Collective Agreements: Vacation and Sick Leave
- Attendance Sheet Template: Vacation and Sick Leave
- Accrual Charts: Vacation and Sick Leave

**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 [tmoore@lakeheadu.ca](mailto:tmoore@lakeheadu.ca)  
Thank you.