INTERNAL MEMORANDUM

TO: **All Staff** **DATE: 2016-08-16**

FROM: **Jodi Pierce**

SUBJECT: **Approvals, sharepoint and timesheets**

It has come to our attention that there may be confusion in how leaves are approved, how the Sharepoint calendars should be used and how timesheets should be completed. In an effort to provide consistency, transparency and accountability, we would like to clarify expectations.

All leaves (except illness and sudden bereavement) MUST be approved in advance and in writing by your supervisor. In the event of illness or sudden bereavement, immediate notification MUST be made to your supervisor. This can be done by phone or email. Please note that simply recording time-off on Sharepoint does not constitute approval for a leave. In addition, any deviations in your work schedule (such as working through lunch and leaving early at the end of the day, or arriving late and working a shorter lunch hour) must be authorized by your supervisor.

When you are out of the office for ANY reason (other than lunch/coffee breaks), it should be recorded on Sharepoint. The absence should also accurately reflect why you are out of the office (ie medical leave, vacation, banked time off, meetings in Golden, site inspections, etc). It is your responsibility to ensure that Sharepoint is updated regularly. In the event of a sudden leave (illness or bereavement), it is your supervisor's responsibility to update Sharepoint. In addition to meeting the above goals, this procedure will assist front counter staff (and others) with customer service.

Completing your timesheet should accurately reflect all time during the standard pay period. Any deviations from your schedule should be reflected on the timesheet. Please use the comments section of the timesheet to explain all deviations, attaching any explanations or approvals as required.

If you are expecting to be absent on the day that timesheets are due, please complete the timesheet(s) in advance and submit to your supervisor for approval and submission. Timesheets MUST be submitted on the Friday. If you are scheduled to work on the Saturday (after timesheets are due), please include the time scheduled for Saturday on your time sheet. If you are unexpectedly working after the timesheets have been submitted, please email payroll staff and your supervisor as soon as possible with the hours worked and the reason for working.

If you have specific questions, please see Jodi or Chelsea for clarification. Please note, we will be compiling a FAQ page to go on the employee portal in due course.