## TIME AND ATTENDANCE PAYROLL TRACKING POLICY

[Organization Name] recognizes the importance of providing employees with time off to support their well-being, maintain work-life balance, and manage personal responsibilities. The organization also understands that employees may require time away from work for emergency situations including sick days, bereavement, and other personal and familial responsibilities.

The following policy has been put into place to outline [Organization Name]’s guidelines for the accurate and timely reporting of time away from work and the appropriate categorization of days away from work.

This policy is to be applied in conjunction with the organization’s policies on Hours of Work, Vacation, Protected Leaves, and Absenteeism and Attendance.

SCOPE

This policy applies to all employees and management at [Organization Name], whether they are salaried or hourly, full time or part time, temporary or permanent.

DEFINITIONS

**Vacation**: The period of time an employee is entitled to take off work, typically annually, with pay. Vacation entitlements are determined based on applicable employment standards legislation and the employee's length of service.

**Statutory/Public/General Holidays**: Legislated days off work with pay. These holidays are determined by either the federal or provincial governments, as applicable. Eligibility rules and specific holidays may vary based on the employee's work location and applicable legislation.

**Protected Leave**: An authorized period away from work during which an employee's job is protected under applicable employment standards legislation (provincial or federal). Protected leaves include, but are not limited to, sick leave, parental leave, bereavement leave, compassionate care leave, critical illness leave, domestic or sexual violence leave, reservist leave, and jury duty leave.

For the purposes of this policy, "time off" includes both scheduled time away from work (e.g., vacation, statutory holidays) and protected leaves of absence.

POLICY

[Organization Name] provides time away from work for the following:

* Vacation
* Statutory/public/general holidays
* Protected leaves of absence (e.g., sick time, parental leave, bereavement, etc.)
* [Insert any others here]

Employees of [Organization Name] have the responsibility of attending work at their scheduled time or providing as much notice as possible in the event they are unable to arrive for the start of their workday.

**Requesting Time Off**

Employees must request the time away from work for any scheduled absences, e.g., for vacation or protected leave (if known). All requests must indicate the type of leave (vacation, sick, protected leave, or lieu time). Requests must be submitted in writing with adequate notice. As applicable, approval depends on operational requirements.

Employees will be informed if their request for time off has been approved as soon as possible.

The leave request will be placed in the employee’s personnel file along with a note about whether it was approved.

**Tracking Time Off**

[Organization Name] will track and maintain records of all employee time off and leaves of absence to ensure accurate recordkeeping and to support the management of employee entitlements.  
  
[Organization Name] will track the type of days off taken by the employee by [Insert method, e.g., spreadsheet/HRIS/etc.].   
  
If employees are entitled to time off in lieu of overtime pay, [Organization Name] will also track lieu time separately to ensure that employees either use or are compensated for their accumulated lieu time within the applicable legislated timeframes.  
  
Managers or designated personnel will be responsible for recording employee time off in the [Insert how, e.g., HRIS system/Excel spreadsheet, etc.]. [Organization Name] will periodically review time off records to ensure that all entitlements are accurately recorded and maintained.

Employees may request a summary of their recorded time off balances at any time by contacting [Insert contact person or department].

Time off records will be treated as confidential employee information. Records of time off will be retained in accordance with applicable employment standards legislation, privacy legislation, and [Organization Name]’s record retention policies and practices.

**Salaried Employees**

Salaried employees are paid a [weekly/bi-weekly] amount that is calculated by dividing their annual salary by the number of pay periods in the year.

To ensure the proper tracking of vacation time, protected leaves of absence, and statutory holidays, [Organization Name] will:

* Maintain accurate records of all vacation days, statutory holidays, and protected leaves (e.g., sick leave, parental leave, bereavement leave) taken by salaried employees.
* Ensure that pay records reflect entitlements to vacation pay, statutory holiday pay, and pay for protected leaves.
* Monitor time off to ensure that salaried employees do not exceed their available vacation time, statutory holiday entitlements, or protected leave entitlements without prior approval.
* Track protected leaves of absence separately from regular time off to ensure that employees are provided with the benefits and entitlements as per applicable employment standards legislation.

**Non-Salaried (Hourly-Full-Time or Part-Time) Employees**

Hourly employees are compensated based on the number of hours worked during each pay period. Their pay is calculated by multiplying the hours worked by their hourly wage.

To ensure the proper tracking of vacation time, protected leaves of absence, and statutory holidays, [Organization Name] will:

* Maintain accurate records of all vacation days, statutory holidays, and protected leaves (e.g., sick leave, parental leave, bereavement leave) taken by hourly employees.
* Ensure that pay records reflect entitlement to vacation pay, statutory holiday pay, and pay for protected leaves.
* Monitor time off to ensure that hourly employees do not exceed their available vacation, statutory holiday entitlements, or protected leave entitlements without prior approval.
* Track protected leaves of absence separately from regular time off to ensure that employees are provided with the benefits and entitlements as per applicable employment standards legislation.

**Scheduling of Time Off**

By tracking and recording time off, [Organization Name] will ensure that employees receive their

full entitlements and that records accurately reflect any outstanding vacation balances or taken leaves.

Any discrepancies between recorded time off and entitlements will be addressed in a timely manner.

**Vacation and Lieu Time Scheduling by [Organization Name]**  
Should salaried or hourly employees be in danger of not using their minimum vacation entitlements or accrued lieu time within the timeframes outlined under applicable employment standards legislation, [Organization Name] will schedule employees for the vacation time and lieu time as permitted under legislation.

Vacation entitlements which exceed the minimums provided under employment standards legislation may be [Insert outcome, e.g., paid out following the calendar year, a maximum of one week may be carried over, etc.].