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#### ADMINISTRATIVE INSTRUCTION

TO: All Members of the Staff

Subject: Time, Attendance and Leave Recording

##### I. Effect

1. As of 1 March 1956, this Administrative Instruction supersedes and cancels ST/AFS/L.1, dated 1 March 1951: "Detailed instructions for the recording of leave, attendance and payroll adjustments at Headquarters". It is applicable to Headquarters staff only.

##### II. Purpose

2. This Instruction sets forth the procedures at Headquarters governing the reporting and recording of time, attendance and leave.

##### III. Responsibilities

3. Each department and office is responsible for instituting and enforcing appropriate procedures for the reporting and recording of daily time and attendance, and for carrying out the procedures detailed herein for administration of leave records.

4. The Executive or Administrative Officer will designate one or more Payroll Approving Officers within the department or office to:

- (a) prepare the semi-monthly Duty Status Summary (F.146 and F.147) for final certification and forwarding to the Pay and Allowance Unit, Office of the Controller (see IV below);
- (b) be responsible to the Executive or Administrative Officer for the administration of leave records (see V below), and in particular ensure that salary over-payments are not made to staff members;

(c) provide staff members with information and assistance regarding their pay.

5. Payroll Approving Officers will, when necessary, designate time clerks for specific areas to assist them in these functions.

6. Supervisors are responsible for reporting promptly and precisely on the hours of work (including night differential and overtime payment entitlements) of their subordinates.

7. Staff members are responsible for obtaining the approval of supervisors before taking annual leave, for informing them promptly of absences due to illness or emergency, and for providing medical certificates promptly when these are required to substantiate sick leave charges.

#### IV. Time Reporting

8. Twice each month, the Accounts Division, Office of the Controller, will prepare a listing of staff members (Duty Status Summary) to be completed and certified for each reporting unit designated by the individual departments and offices. Regular hours of work and absences not affecting a staff member's pay cheque will not be entered on the Summary, but certification at the end of the Summary will affirm compliance with established rules.

9. If the Summary does not name all of the staff members, the listing will be completed and the effective date of the Personnel Action noted under "Remarks", and these entries processed in the same manner as if the name had been included originally. If less than the normal half-month is worked, for instance where the effective date of entrance on duty, leave without pay, loans, etc., is other than as of the beginning of the half-month, the actual number of hours worked will be reported under "Remarks", and reference made to the Personnel Action (P/5) implementing the action. If a staff member's name is listed after a Clearance Certification (P/35) for him has been forwarded, his name will be crossed out and the comment "P/35, (date), submitted", entered under "Remarks". On the mid-month Summary, the reporting unit will enter the accumulated hours of night differential and overtime for

which payment is to be made. The overtime hours reported will represent the net amount payable after all possible compensatory time off has been deducted.

10. Staff members transferring between departments will be reported for the entire period on the receiving unit's Summary. If the name appears on the relinquishing unit's Summary, it will be crossed out, and the comment "Transferred on P/5 dated \_\_\_\_\_ to (name of receiving organizational unit)." entered under "Remarks". Staff members on loan between payroll reporting units will continue to be reported by the lending office upon the subordinate certification of the receiving office.

11. Duty Status Summaries will be processed in accordance with time schedules established annually by the Controller.

#### V. Leave Recording

##### A. Attendance Record Card

12. Payroll approving officers will be responsible for the maintenance of an Attendance Record Card for each staff member. The Card is available in both Kardex-size (Form F.22) and enlarged-size (Form F.31) formats, and payroll approving officers may utilize either type. The Card is issued on a leave-year basis (March through February) and contains spaces for daily entries of attendance status. Such entries will be made only for absences of a half-day or more, or when overtime and/or night differential are involved, and will be based on the code shown at the bottom of the card. Entries with respect to overtime and night differential hours worked are not required and will be entered at the discretion of the using office. When no code indication is given for a particular type of absence (e.g. travel time, maternity leave, service-incurred disabilities), a cross-reference will be made from the affected dates to the "Remarks" section, where an appropriate notation will be entered.

13. The Card contains a summary table for entries of annual and sick leave balances. These will be computed and entered at the discretion of the payroll approving officer, except that they must be brought up to date at

the time of transfer or separation, and at the end of each leave year.

Annual leave is earned at the monthly rate of 2-1/2 days, and entitled staff members will be credited with this amount for each full month of service.

When entitlement credit commences after the first day of a month, two days will be credited for service beginning prior to the 16th day of the month and one day for service beginning later in the month. In separation cases, a reverse formula will apply.

14. Deductions from annual leave balances will be made only on the basis of annual leave entries made on the Card for the month. These in turn will be based on Leave Reports (Form F.71) supporting the entries (see section B below). At the end of February each year, any days of accrued leave in excess of the maximum carry-over of 60 days will be deducted from the annual leave balance, supported by a notation under "Remarks".

15. Sick leave is credited annually at the rate of 25 working days, subject to a maximum accrual of 125 days. An initial credit of 25 days will be granted to each staff member whose entitlement begins between 1 March and 31 August, and of 12 days when it begins at any other time. The annual credit will be entered on the first day of each March thereafter. As a transitional measure, a credit of 25 days will be granted to each entitled staff member on 1 March 1956, regardless of date of previous entitlement. As a further such measure, non-certified sick leave taken in January and February 1956 will not be counted under the terms of Staff Rule 106.2 (vi), and the rule will henceforth apply to the annual period from March through February.

16. Deductions from sick leave balances will be made only from sick leave entries made on the Card for the month. These will be based on Leave Reports, as in the case of annual leave. When a new annual credit brings the sick leave balance to more than 125 days, the excess will be deducted from the balance, supported by an appropriate notation under "Remarks".

17. Attendance Record Cards will be maintained for staff members on short-term appointment, in order to reflect sick leave credits (at a rate of 1-1/2 days per month) and absences, and overtime and night differential status. Upon appointment, such staff members will be credited with the full

amount of sick leave which will accrue during the whole period of their appointment. For General Assembly appointments, where the exact terminal date is not specified in advance, a three months' credit, i.e. 4-1/2 days, will be entered. The benefit of the full amount of the sick leave credit will be dependent upon actual completion of the whole period of service as stated in the Letter of Appointment. In cases of separations before the expiry of the appointment, necessary adjustments in terminal pay will be made by the Office of the Controller,

18. A summary table is provided on the card for consolidated monthly entries, as desired, of night differential and overtime hours worked and overtime hours paid and compensatory hours granted.

19. Payroll approving officers will be responsible for the review of Attendance Record Cards in order to prevent over-drafts of leave. Departments will be expected to consult promptly with appropriate officials to determine the course of action if an over-draft appears likely.

#### B. Leave Report

20. A Leave Report will be prepared in original only by the time clerk for each period when a staff member is reported absent on annual leave or sick leave. These forms are serially numbered to facilitate identification and reference.

21. For annual leave, the Report will be completed when the staff member returns to duty in order to substantiate the daily entries on the Attendance Record Card and to indicate the staff member's verification of the leave taken.

22. For sick leave, the Report will be processed upon completion of the leave period or at the end of ten working days, whichever is earlier. For periods of sick leave not covered by medical certification, the Report will be handled in the same manner as for annual leave. When certification is required, the Report will be retained in the issuing department or office up to the first ten working days of absence. If the staff member returns to duty during this period, the date of return to duty will be entered, the signatures of the Approving Officer and the staff member will be secured, and the Report will be submitted to the Health Service. If the staff member has

not returned at the end of ten working days, the Report will be submitted to the Health Service with the following notation under "Remarks": "Absence continues". The time clerk will complete a new Report for each subsequent ten working days of absence and indicate the first (original) date of absence under "Remarks". When extended sick leave results in utilization of all sick leave credit, a final Report will be issued, and the Health Service will proceed with certification of sick leave which can be based on adequate medical certificates received to that point.

23. Originating offices will keep a chronological log, for their own reference, indicating date of submission of Reports to the Health Service, and showing the name of the staff member and the period of absence covered. As approved Reports are returned, entries will be stricken from this record. If preferred as an alternative measure, originating offices may retain temporarily extra copies of Reports to serve this purpose.

24. It is the responsibility of the staff member to produce a medical certificate, when applicable, not later than the fourth working day following the initial absence from duty. The time clerk will ask the staff member upon return to duty whether a medical certificate has been or will be submitted. The certificate is to be sent by the staff member directly to the Health Service, which will match it with the Leave Report(s) for the period covered. The Health Service will then complete the Report(s) and return it to the originator as promptly as possible. Should a staff member produce a certificate not required under the Staff Rules, the Health Service will request the department or office to forward the Leave Report for certification.

25. Absences other than annual and sick leave are not required to be covered by Leave Reports, since another form of substantiation for them will exist invariably. Maternity leave and special leave will be supported by Personnel Action (P/5) forms, and other categories of absence will be noted in memoranda or other official issuances retained in the Personnel Files.

26. Completed copies of Leave Reports will be filed alphabetically by name of staff member at the same points where Attendance Record Cards are maintained.

27. Payroll Approving Officers will be responsible for ensuring that Leave Reports are processed and filed for each annual and sick leave absence recorded on the Attendance Cards.

C. Transfers and Separations

28. When a staff member is transferred from one administrative sub-division of the Secretariat to another, the relinquishing Payroll Approving Officer will certify the balances on the Attendance Record Card as of the effective date of transfer and forward it and all Leave Reports on hand to the receiving unit. If the staff member is currently on leave, a memorandum to the receiving unit will be attached, setting forth the circumstances.

29. On separation, the days of annual leave earned to the last working day of employment will be computed and entered on the Attendance Record Card, in accordance with the formula set forth in paragraph 13 above. The Payroll Approving Officer will determine whether sick leave remains outstanding which should either be certified or charged to annual leave and will see that an appropriate entry is made on the Card. Final leave balances will then be entered on the Card, which will be certified by the Payroll Approving Officer, and forwarded to Pay and Allowances Unit, Office of the Controller, together with all unaudited non-current Cards and Leave Reports. After final payment has been processed, the Pay and Allowances Unit will destroy the Reports and retain the Card in a special file until the beginning of the next leave year, so that it may be available for statistical and other use. Subsequently, it will be transferred to the Records Retirement Unit.

D. Disposal of Non-Current Cards

30. Immediately following the close of the leave year, each staff member will be asked to review and initial his Attendance Record Card for that year. The Cards, with related Leave Reports, will then be filed in the department or office until such time as they may be sent to the Records Retirement Unit under schedules promulgated by the Director of General Services.

E. Statistics

31. The maintenance of regular or periodic statistics relating to leave will not be required. From time to time, special reports on leave usage, either on an individual or mass basis may be required, and specific instructions will be issued to Executive and Administrative Officers as necessary.

(Signed) B.R. Turner  
CONTROLLER

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