
WORK SCHEDULES AND ABSENCES

Description: Consists of records relating to the administration and reporting of non-academic employee attendance, vacation schedules, and hours of work. Records may include reason for absence forms, leave request form (Marine Institute), and forms or correspondence for paid leave requests or adjustments.

Filing Guidelines: Records must be securely stored until final disposition. It is the responsibility of the Department of Human Resources to maintain any records that are submitted to HR from the Unit. Once submitted to HR, the Unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy. For any records that are not submitted directly to HR but are used to key data into Memorial's Enterprise Resource Planning system (Banner HR), it is the responsibility of the Unit to maintain those records for the retention defined.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources or Unit
Retention:	Current Year (Fiscal Year) file closed + 2 years; Marine Institute Leave Request Forms – inherits <i>Personnel File</i> retention
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use