

**Q**uestion:

I have been informed that I must report my own attendance records on a weekly basis. Is this true?

**A**nswer:

**All Conestoga College employees** are now entrusted to maintain their own attendance reporting. In the past, your attendance record was maintained by support staff based on either verbal or paper requests. The Union believes that this old procedure was less timely and could be prone to misrepresentation of the actual facts.

This new attendance reporting procedure was presented to the Union Local and the president of Local 237 has participated in the attendance reporting pilot since May 2010.

The Union believes the new attendance reporting system can be more accurate and up-to-date when an individual controls his/her own records.

- The self-report takes no more than 5 minutes a week to complete.
- It can be done at any computer whether you are on or off campus.

If you forget to sign-off on a Friday, an email notice will be sent to your individual Conestoga College mailbox on Monday, reminding you to verify that you need to sign-off whether you were on vacation or ill during that week. Once you sign-off, the Chair will accept the report and lock it.

The main benefit for academic employees is that it provides you with up-to-date vacation and sick day information. It also gives you greater control because you can instantly and easily check on your banked vacation days, make changes to planned vacation days, and book your 10 PD days.

Attendance reporting by the individual is used in other institutions, businesses, and agencies. It allows the user greater access to the data about his/her vacation and sick credits.

It is true that this new procedure takes the burden off support staff, but it means you do not have to wait until January to confirm your banked vacation and sick days because you are in charge of tracking them on a weekly basis. It also ensures that there will be no clerical errors with any vacation or sick credits because the academic employee is the one submitting his/her information.

The Local Union believes that this weekly visual reminder will encourage academic employees to book the ten PD days that they are entitled to under the collective agreement.

If you have any questions or concerns, please contact [lhardacre237@gmail.com](mailto:lhardacre237@gmail.com)