

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD****ADMINISTRATIVE PROCEDURE
HUMAN RESOURCES: NO. 496**

Effective	March 28, 2025
Last Revised	April 4, 2025

TIMESHEET AND LEAVE FORM SUBMISSION

PURPOSE

In order to run an accurate, complete and timely payroll system, the James Bay Lowland Secondary School Board (JBLSSB) recognizes the need to have source documents such as timesheets, leave forms, and supporting payroll reports submitted to the Finance Officer on time and with accuracy. The JBLSSB takes seriously its fiduciary responsibility and sees the payroll management process as part of the wider framework of prudent fiscal management.

This administrative procedure is developed for clear processes and procedures for the submission of the timesheets, leave forms, and supporting payroll reports from NLSS to the school board.

PROCEDURES

1. A shared file with the daily log of absences must be maintained by the principal and/or vice-principal, in collaboration with the administrative assistant
2. Leave forms must be submitted by the employee to the principal or designate by 10AM on the day the employee returns to work and be signed off on by principal or designate
3. Where it is impractical to obtain a leave form from an employee, the principal or a designate should attempt to get verbal confirmation of the intended leave from the employee, which should be approved and an email sent to the Finance Officer indicating such approval. Upon returning to work, the employee should confirm the verbally leave used by documenting same and have it signed off on by the principal or a designate
4. Where a reasonable attempt has been made by the school to obtain a leave form from an employee and this proves to be futile, a note must be made on the attendance report and that it should be treated as unpaid leave, until and unless the appropriate leave form is submitted by the employee and approved and signed off on by the principal or a designate
5. The information and data from the leave forms, timesheets and supporting reports must corroborate and provide a complete picture for the accurate processing of payroll
6. All leave forms, timesheet and supporting reports must be verified by the administrative assistant and approved and signed off on by the principal or a designate, prior to being submitted to the Finance Officer

7. School leave forms, timesheets, and supporting reports and documentation, should be collated, approved and submitted to the board office by 11:30AM each Monday of the following week. The Administrative Assistant is expected to have the package delivered to the board office on or before the cutoff time.
8. Maintenance and Custodial timecards and leave forms should be collated, have shift hours calculated and approved for submission to the board office by 11:30AM each Monday of the following week. The Facilities Manager or designate is responsible to have the package delivered to the board office on or before the cutoff time.

Board:

Board Policy GOV-02 Role of the Corporate Board
Board Policy GOV-03 Role of the Supervisory Officer
Collective Agreement: Board & OSSTF