

## Garnier, Jack LBR:EX

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**From:** Garnier, Jack LBR:EX  
**Sent:** January 3, 2019 2:33 PM  
**To:** Birnie, Kayla LBR:EX  
**Subject:** RE: 2018 Employee Attendance Report  
**Attachments:** Scan\_20190103.pdf

Hi Kayla,

Sorry for the delay.

s.22 not sure if that needs to be reflected. If not the form is signed here.

Happy New Year!

Jack

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**From:** Birnie, Kayla LBR:EX  
**Sent:** December 11, 2018 2:56 PM  
**To:** Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>  
**Subject:** 2018 Employee Attendance Report

Hey Jack,

Please find attached the 2018 Employee Attendance Report (EAR).

This report shows all leave details and balances for you as at Dec 8/18. This includes Bill 66, OSS, CTO, ETO, Vacation, STIIP-sick leave and special leave.

The EAR report also helps identify any leave not taken that should be scheduled before the end of the calendar year, in order to align with carry over rules.

This year all 2018 leave submitted through TLAM must be approved by 5pm on January 7, 2019. If not, it will remain as an unapproved record in Time and Leave.

Once leave rollover is processed at end of day on the 7<sup>th</sup>, any historical edits for 2018 will then need to be submitted via a LMT or a MyHR ticket.

Please take time to review your EAR report and ensure all leaves are recorded correctly in the system and have been taken from the correct bank.

- Please sign and date the report and return it to myself.

### **If Needed - Leave Corrections**

- The corrections can be entered into the Time and Leave system by you for up to two pay periods after the leave period has ended.
- A Leave Approver can enter missed leave on behalf of an employee in Time and Leave up to four pay periods after the leave period has ended.
- If you need to go back further than four pay periods, you need to submit the electronic leave form or a manual leave form.

Any questions please let me know.

Thanks,

**Kayla Birnie**

Manager, Executive Operations

Ministry of Labour

Phone 778.974.2177