

**Hours Worked** - for Staff and Temporary employees, all hours worked must be totaled at the end of the workday and the total shall be rounded to the nearest quarter of an hour when completing the timesheet. Similarly, round the leave used to the nearest quarter of an hour before entering balances in ALT.

**Leave Used if Less than Full-hour** - all leave used in increments of less than a full hour shall be rounded to the nearest quarter of an hour and represented on the applicable leave documents.

**Leave Balances Recorded in ALT**- sick leave balances are carried in 2 decimal places for all employees. For Staff employees annual leave balances are carried in 2 decimal places and for 12-month Faculty, Administration and Executive Service annual leave balances are carried in 3 decimal places.