- **Reference Guide for Gradual Return to Work (partially working)**

When do I need to code sick time?
All salaried AUPE and MAPS employees must report and enter exception time into their timesheet. Employees' sick time must be coded prior to timesheet lock each pay period. See the Payroll website for details.

What happens if I am sick and unable to enter my time?
Inform your manager as soon as possible and they will arrange for sick time to be entered on your behalf.

How do I view my available sick time?
Your sick leave balances are available on your timesheet. All your leave entitlements are listed under 'Balances'. Click on the link in the timesheet to view your balances.

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