



## **Personal Information Bank (PIB) Details**

**Title:** Attendance and Scheduling

**Location of Records:** Human Resources, departmental leader files

**Description:** Records relating to the attendance and scheduling that document hours of work, overtime hours, shift schedules, vacation time, statutory holidays, sign-in sheets and sick leave.

**Legal Authority for PIB:** Employment Standards Act s. 15 (5).

**Types of Personal Information:** Employee name, leaves of absence, hours of work, overtime hours, statutory holidays worked, sick time, vacation days, attendance details, and shift schedules.

**Uses:** Documents attendance, record and manage sick time.

**Users:** Human Resources; department leaders.

**Individuals in Bank:** Employees

**Retention Period:** Scheduling records for Birthing Centre, Perinatal, Perioperative, Pre-Admission, Surgery – 20 Years. All Other Areas – 10 years. Data from Workbrain related to the above personal information - tbd. Paper timekeeping records – seven years.