Online Sick Leave Information for Supervisors of APSA, APEX staff

Online sick leave information is available through myInfo for your direct and indirect (if applicable) reports. This information is divided into casual illness (21 sick hours or less\(^1\)) and sick leave (more than 21 sick hours\(^1\)) for all APSA and Excluded staff. The report also includes the University’s sick leave average divided into casual illness, sick leave and total sick leave (casual illness plus sick leave). This information allows you to compare your employees’ sick leave to the University average as a whole.

Who has access to sick leave information?
Any official supervisor of record in the Human Resources/Payroll system myInfo will automatically have access to review the sick leave information of his/her direct and indirect reports. However, if you are required to access sick leave information for employees that do not report directly to you, you will require authorization from Human Resources to have access to this information in myInfo. Please contact the Wellness & Recovery office at local 2-6698 or via e-mail to rtw_dm@sfu.ca to receive and/or submit a PeopleSoft HRMS Security Access Form.

Why is sick leave information important?
Sick leave information is important in helping you manage absenteeism. Improving the management of absence due to illness or injury will ensure that our resources are devoted to delivering better services to our employees.

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\(^1\) For APSA and Excluded employees, casual illness is equal to or less than 21.6 hours and sick leave more than 21.6 hours.