Appendix T(iii)

Records Retention Schedule

Section 6: Human Resources

6.6	Staff Monitoring					
6.6.3	Leave records including: - Sick leave - Study leave - Annual leave - Special and personal leave - Jury service - And leave applications	Retain until employee leaves	Statutory	Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) states SSP records must be kept for 3 years	Strategy and Resources	All directorates
6.6.7	Attendance books	Retain until employee leaves	Corporate	Also see Working Time Regulations 1998	Strategy and Resources	All directorates
6.6.8	Flexitime sheets	Retain until employee leaves	Corporate	Also see Working Time Regulations 1998	Strategy and Resources	All directorates