



MEAK 003 Attendance and Office Hours

MEAK 003 Meakins-Christie Laboratories Policies and Procedures		
Policy:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Effective Date: 2017-08-03

1. Overview

This policy is to inform Meakins trainees and staff of the official working and laboratory hours.

2. Laboratory Hours

The official laboratory hours are between **9:00 am** and **5:00 pm**. During this time, administrative staff and the laboratory coordinator are available. The main laboratory doors are open to all RI-MUHC members between 9:00 am and 5:00 pm. After normal operating hours, on weekends, and during Holidays, the doors are accessible **ONLY** to RESP Program and Meakins members, RI-MUHC maintenance staff, security personnel, health and safety personnel, and technical services staff.

Trainees and laboratory staff are encouraged to be present in the laboratory during normal working hours to ensure Meakins and RI technical staff are available should an emergency arise. If a trainee is required to be present outside the normal working hours, they are responsible to ensure that proper safety measures are followed and emergency contact information is known.

3. Office Hours

The administrative staff is available to assist all Meakins personnel. Official Drop-in hours for the offices on EM3 are:
Mondays, Wednesdays, Fridays
between 1:30 pm and 3:30 pm

For urgent matters outside these times, please contact our administrative staff by email, and they will respond to you at their earliest convenience. For questions about laboratory equipment, laboratory safety, techniques, or any emergencies, please contact the Meakins Laboratory Coordinator on EM2. For questions about the RESP program, funding, scholarships, and seminars, please see the Program Manager on EM2.

4. Attendance

Attendance by trainees at the work-in-progress, research seminars, and lunch roundtables will be taken. Attendance will be taken into consideration when evaluating applications for travel awards, studentships, and fellowships. Trainees that show poor attendance records will not be eligible to receive awards (see policy MEAK 009).