

Documenting any loss of hours is important. It provides a clear record of the overall impact of the harassment. Having clear, effective documentation of the loss of hours can help you if you choose to seek any level of compensation or restitution. It also can prevent (or demonstrate) any time someone may be exploited.

Hourly employees are paid based on the number of hours they work. Losing hours due to appointments, sick/stress leave, or reduced hours can impact their financial stability and mental health. Salaried employees often have to track the time spent on their responsibilities or projects. Tracking the loss of hours helps demonstrate the impact on overall productivity.

Effectively tracking and communicating your loss of hours can impact your complaint. It can be used to demonstrate the impact of the harassment, not only on yourself but also on the business.

## Tips on how to track your hours

**Don't rely on internal scheduling software or calendars**—Tracking your hours is important, but relying on your employer's scheduling software or calendar can create issues. Write down your shifts or use your calendar to track your hours. **Create your personal log!**

**Note any changes to your schedule** - Did you leave work early on a specific date? Did you take some voluntary time off? Did you call in? Make sure to update your calendar (your log) with this information and details.

**Note any time off your schedule**—If you schedule time off due to illness, appointments, stress, or sick leave, note this in your log. If you have any communications documenting this time off, including doctor's notes, it is best to keep a copy of this communication. These communications provide additional information and evidence to your hours log.

**Secure and back up your records** - Keep your logs safe and secure. If they are on your devices, make sure you have them somewhere where they are password protected. You should also back your documentation up in a secure spot. Cloud storage services, such as Google Drive, can provide this security.