

 HUMAN RESOURCES POLICIES	Section #	Policy #
	I	33
	Approval Date:	Revision Date: Sept 1996
Title:	ATTENDANCE MANAGEMENT	
Applies To:	All Employees	

POLICY STATEMENT:

Every employee has a responsibility to attend work on a regular basis during scheduled hours of work. Where an employee has difficulty meeting this responsibility, the Region is committed to finding ways to help the employee overcome this difficulty.

OPERATING DETAILS:

Regular attendance at work is an expectation of the Region. Despite the provisions of the sick leave credit plan of 1.5 days per month, all employees shall strive for zero absences per year.

The attendance of all employees is reviewed.

An employee who is unable to assume normal duties on any working day, must notify the Region (as per established procedures), prior to the commencement of his/her regular shift, and report the reason for the absence and the expected date of return.

The supervisor may also contact the employee for more information if required, or if it would assist in a more effective management of the employee’s attendance difficulties. The purpose of such calls or communications, is not to harass the employee but to obtain legitimate information such as:

- a) the nature of the absence;
- b) the expected date of return
- c) whether suitable work may be made available to the employee

An employee must notify the supervisor of his/her intention to return to work prior to the start of the shift, in accordance with established procedures.

Whenever an employee’s absenteeism rate becomes excessive or problematic, the employee may be interviewed by the employee’s supervisor, and, if appropriate, a program will be implemented to improve the employee’s attendance.

The purpose of the interview is to make the employee aware of his/her absence record and to try to resolve the problem. The interview is not disciplinary. The interview will cover the following matters and any other matters which may be of assistance to address the problem:

- a) The employee's absence record.
- b) The concern with the level of absence.
- c) The expectation of the department.
- d) Problems caused by the employee's absenteeism
- e) Steps which the employee is taking to improve.
- f) Any pattern of absence which is occurring.
- g) Any steps which the department could take to assist the employee to achieve regular attendance.
- h) A plan for follow up.

When managing an employee's absenteeism, the supervisor will consider the following circumstances:

- a) The total lost days.
- b) The total number of incidents.
- c) The past attendance record.
- d) The average absenteeism rate for the department.
- e) Prognosis for regular attendance in future.
- f) Extenuating or other relevant circumstances.

Based on the available objective information, the supervisor may choose a variety of approaches which may include:

- a) Counseling
- b) Letter of expectation
- c) Suggesting employee access the Employee Assistance Program
- d) Work accommodation
- e) Contact with physician for prognosis report or identification of employee restrictions or limitations, with authorization from the employee.

An employee with a significant attendance problem will be monitored until the issue is resolved. If the issue is not resolved, and when the options noted above are not successful, termination of employment may occur. If the issue is resolved, the employee will be commended in writing.

SEE ALSO:

- Accommodation of Special Needs (III-17)
- Severe Weather Response (I-20)
- Standard Working Hours (I-26)
- Absentee Reports (III-8)
- Sick Leave (III-16)
- Applicable Collective Agreement

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Employee Services and Systems
Human Resources