



Employee Attendance - Procedure

Part A of the Procedure addresses the requirements of employees and Administration and follow-up procedures.

Part B clarifies extenuating circumstances that might cause employee absenteeism.

PART A

1. Requirements of Employees

a. Attendance

- ❖ Employees are expected to attend work consistently, be on time and work for the full working period. Where an employee is absent without leave for a period of 3 days, the employee shall be considered to have abandoned his/her position and shall be deemed to have been terminated on the last day on which he/she was present at work and performed regular duties. Employees are expected to attend to personal affairs and obligations outside of outside of working hours.
- ❖ Employees should meet with their supervisor at least once per year to discuss attendance expectations and review their personal attendance data.

b. Absences

When absences are unavoidable, employees are expected to follow the procedures below.

- i. Notify the designate assigned for your position, as far in advance as possible of any absence from work.
- ii. Provide reasons for absence, tardiness or leaving early.
- iii. Maintain communication with the supervisor when the estimated length of illness is unknown.
- iv. When requested to do so, provide a medical certificate, to support the absence and/or fitness to return to work. All information received shall be treated in a confidential manner and in accordance with applicable laws and regulations.
- v. Complete the appropriate attendance forms. Staff Leave Request. Failure to do so will result in deduction of pay.

2. Requirements of Administration

a. Director/Principal, or the Director of Operations, will review the following with staff:

- ❖ attendance expectations,
- ❖ procedures to be used for advising of absenteeism and
- ❖ employee's individual personal attendance report.

b. Director/Principal or Director of Operations shall monitor attendance for all employees in their department by identifying:

- ❖ situations such as excessive use of sick leave, that is, above the expectation noted above,
- ❖ patterns such as repeated absences on Mondays and Fridays, and
- ❖ questionable explanations for absences,
- ❖ those employees who will be or have been away from work ten days or more.

c. When absenteeism is deemed to be excessive, the Director/Principal or Director of Operations shall:

- meet with the employee to inform the employee of the assistance and supports available to him/her, via the group benefits program, clarify attendance expectations and develop an attendance improvement plan,
- maintain written documentation as required by SEC as per the progressive discipline policy.

3. Follow-up Action

The following disciplinary action may be taken to correct excessive absenteeism.

a. When an attendance improvement plan produces no improvement and the attendance problem is a deliberate misrepresentation or abuse of leave provisions, progressive discipline shall be applied. (See Policy E.5.D, Progressive Discipline.)

b. When the cause for poor attendance is beyond the control of the employee, SEC will treat this absence appropriately as a non-disciplinary issue, recognizing that affected employees may require assistance to return to regular duties. As in the case of illness.

c. SEC shall assess the option of termination based on the facts of each case and applicable laws and regulations.

Extenuating Circumstances Beyond the Control of the Employee

All employees are expected to be at work when SEC is scheduled to be open.

a. Employees who are absent from their duties because of inclement weather, or other unforeseen circumstances, when the school or lodge is open and roads/streets are not closed, shall be deducted salary or shall be required to a vacation day, or it will be unpaid.

b. If Director/Principal or Director of Operations is satisfied that a real attempt was made to get to work, Administration may recommend that the employee not be deducted salary or required to use, a vacation day.

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