



Procedure HR - #1

Title: **ATTENDANCE/ABSENCE REPORTING**

Adopted: June 2, 2009

Revised: April 2020

PURPOSE

The purpose of this procedure is to advise staff on the requirements regarding attendance and absence reporting.

PROCEDURES

1. Regular Attendance is expected of every employee and it is an integral component of acceptable job performance. To ensure effective staffing, employees are responsible to do the following:
 - immediately inform the Principal or designate about his/her absence;
 - maintain contact with the school during their absence;
 - provide Human Resources with sufficient medical documentation;
 - return to work as early and safely as possible.
2. The employee personally must contact the Principal or designate as early as possible. The employee must report:
 - a) the reason for the absence (e.g. sickness, bereavement, etc.)
 - b) the anticipated duration of the absence

Note: The employee must obtain a doctor's note after five (5) working days of absence. Medical documentation must include the date of absence, reason (omitting diagnosis), and if applicable the anticipated return to work or re-evaluation date. Medical certificates are at the expense of the employee.

3. To report an absence, staff must complete an absence form (found in the school office), advise HR and receive approval from the Principal/VP in advance. The staff must enter their absence into SmartFind Express or as instructed on the returned absence form. If an absence is reported on the day of, staff must enter their absence into SmartFind Express before 6:45 am to ensure proper coverage for students is arranged. If the absence is reported after 6:45 am due to unforeseen circumstances, please leave a message on the school phone. Best practice would be to call the Principal/Designate no later than 3:00 pm if the staff member will be absent the following day for the same reason.

4. Human Resources or will contact the employee after an absence of three (3) working days, in order to obtain verbal information regarding the employee's limitations and restrictions in order to assist the employee with a timely, safe return to work.
5. When medically advisable and operationally feasible, the employee may return to work on a modified work schedule (e.g. half days or alternate days) or on modified duties. Such modified work program is co-ordinated by Human Resources with the employee and the Principal or designate.
6. Employees who fail to comply with this policy without reasonable explanation could be denied paid sick leave.
7. Employees fraudulently claiming sick leave (paid or unpaid) will be subject to disciplinary action, up to and including termination.

Commented [EL1]: Modified duties?