

Title: **ATTENDANCE/ABSENCE REPORTING**

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## 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:
  - a) Immediately inform the Principal or designate about his/her absence; (Note: in some circumstances such as a pandemic, the employee may also be required to report specific symptoms to the Holland Bloorview Occupational Health and Safety Department.)
  - b) Maintain contact with the school during their absence;
  - c) Provide the Human Resources Manager with sufficient medical documentation;
  - d) 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 (Note: the administration may as for a Doctor's note or other documentation at other times at their discretion). 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) 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. The Human Resources Manager or designate 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 with accommodations or a modified work schedule (e.g., half days or alternate days) Such modified work program is co-ordinated by the Human Resources Manager with the employee and the Principal or designate. The guiding principle is that the employee must be able to perform the essential duties of the role (with accommodations).
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.