

Administrative Procedures Manual	Administrative Procedure
	AP 418 Supporting Employee Attendance
	APPROVED: September 2020
Page 1 of 4	AMENDED/REVIEWED: March 2022, August 2022
LEGAL REFERENCE:	Board Policy 1, Education Act, Alberta Human Rights Act, Employment Standards Code

Background

The Division depends on its employees to create a learning community in which every student succeeds. Positive attendance and a healthy workplace are essential to maintaining quality services and consistency of supports for students. This procedure supports Board Policy 1 to ensure, “All employees are equally valued in our Division and each individual contributes to our success”.

This procedure approaches attendance monitoring from a positive and proactive perspective. This procedure supports the Division’s belief about the importance of employee wellness and ensuring employees are supported in areas that may be negatively impacting their attendance. The goal of this procedure is to provide support and encourage regular attendance and facilitate reasonable inquiry into potential needs for reasonable accommodation.

Fundamental to this Administrative Procedure is the belief that Division employees utilize leave provisions in a manner that is honest, ethical, and appropriate.

Responsibilities

GPPSD Employees

1. The responsibilities of employees of GPPSD are to:
 - 1.1. Attend work regularly and on time, as scheduled.
 - 1.2. Maintain an optimal record of attendance.
 - 1.3. Follow established procedures for providing absence notification prior to the absence, including providing the general reason(s) for the absence (ex. medical appointment, dental appointment).
 - 1.4. Make every effort to schedule personal appointments or obligations outside of work hours.
 - 1.5. Provide medical documentation, in accordance with the requirements of the collective agreement or standard operating procedures, to Human Resources when required to support an absence.
 - 1.6. Maintain regular contact with the supervisor, as appropriate.
 - 1.7. Report work-related injuries and illness.
 - 1.8. Be responsible for and responsive to any concern or issue that may provide an impediment to regular attendance.
 - 1.9. Willingly engage and participate in discussions related to attendance.

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GPPSD Supervisors (Principals, Vice-Principals, Managers and Coordinators):

2. The responsibilities of Supervisors are to:
 - 2.1. Ensure all employees are familiar with this administrative procedure.
 - 2.2. Ensure all employees are aware of the expected absence notification procedures.
 - 2.3. Ensure they regularly review attendance and determine when attendance monitoring thresholds have been reached.
 - 2.4. Participate in level “1” of attendance monitoring as described in procedure 7.1 below.
 - 2.5. Consider circumstances related to absences in determining next steps.
 - 2.6. Assess and identify potential absence problems in a timely manner.
 - 2.7. Meet with employees concerning their absences in a timely manner.

Human Resources

3. The responsibilities of Human Resources is to:
 - 3.1. Maintain and report data or statistics regarding attendance.
 - 3.2. Provide training and support.
 - 3.3. Maintain the program along with any supporting resources and documents to support staff and supervisors in fulfilling their responsibilities.
 - 3.4. Provide advice and support to supervisors who are dealing with absenteeism issues.
 - 3.5. Assist Employees to understand their obligations and the Division’s obligations under the duty to accommodate.

Procedures

Employees are expected to understand and adhere to absence processes in the Division. Each employee is required to:

4. Enter their absence into the Automated Dispatch System (ADS) prior to the expected absence date(s)
 - 4.1. If the absence is for a series of dates, indicate this.
 - 4.2. If the absence is for a medical appointment that requires a full day, note the time and geographic location of the appointment.
5. Book absences wherever possible to minimize the impact on their employment.
6. Arrange for a substitute, if applicable, in advance of the absence date.

7. Attendance Monitoring Steps

7.1. Level One

Supervisors work with Human Resources to identify employees having significant absenteeism. Consideration will be given to contributing factors including frequency/timing of absences. When an employee reaches ten (10) absences in a five (5)-month period, or

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predictable patterns of absenteeism exist, this may be considered significant absenteeism.

- 7.1.1. Notify Human Resources and review appropriate response.
- 7.1.2. Meet the employee and review their attendance record with them.
- 7.1.3. Raise awareness about the importance of regular attendance.
- 7.1.4. Determine if there are any underlying causes that may be contributing to the absences.
- 7.1.5. Work with the employee to implement supports and strategies to improve wellness where possible.
- 7.1.6. Advise the employee of Division supports including those provided through the Employee and Family Assistance Program (EFAP).
- 7.1.7. Provide the employee with a written record of the discussion. Provide notice to Human Resources detailing the reason for the discussion. Both communications may be in an email and a copy will be placed in the employees' personnel file.
- 7.1.8. Advise the employee that attendance will continue to be monitored.

7.2. Level Two

At twenty (20) absences, or the continuation of predictable patterns of absenteeism, Human Resources personnel will meet with the employee and the supervisor.

- 7.2.1. Review the attendance record with them.
- 7.2.2. Raise awareness about the importance of regular attendance.
- 7.2.3. Seek to understand what may be contributing to the absences.
- 7.2.4. Discuss the previously recommended strategies and supports to improve wellness and make adjustments as necessary.
- 7.2.5. Advise the employee of Division supports including those provided through the Employee and Family Assistance Program (EFAP).
- 7.2.6. Advise the employee that attendance will continue to be monitored.
- 7.2.7. Follow up the meeting with a letter summarizing the meeting. A copy of the letter will be placed in the employees' personnel file.

7.3. Level Three

If absences continue, conduct a second formal meeting between the employee and Human Resources.

- 7.3.1. Review attendance record and previous meetings.
- 7.3.2. Review the importance of regular attendance.
- 7.3.3. Determine if there are any underlying reasons the attendance concerns have

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continued.

- 7.3.4. Discuss the previously recommended strategies and supports to improve wellness and make necessary adjustments as necessary.
 - 7.3.5. Recommend the employee obtain assistance from the Employee and Family Assistance Program (EFAP).
 - 7.3.6. Follow up the meeting with a letter summarizing the information gathered. A copy of the letter will be placed in the employees' personnel file.
8. Once the employee demonstrates the ability to sustain improved attendance (defined as averaging less than three (3) days of absence every three (3) months) for a period of six (6) consecutive months, they may be discharged and will not require further follow-up so long as their attendance remains below the initial threshold.
9. If the Supervisor determines that the employee's absenteeism has not improved after two (2) consecutive meetings, or if at any time the Supervisor feels referral and assistance from Human Resources is beneficial, attendance monitoring will continue. Human Resources will meet with the employee to determine what obstacles present a challenge to improved attendance. Human Resources will continue attendance monitoring and shall arrange meetings with the employee every three (3) months, or such shorter periods as Human Resources reasonably determines is needed. However, where the employee has sustained attendance below the threshold over a six (6) month period, the employee will be removed from the employee attendance support unless the employee wishes to continue.