ATTENDANCE MANAGEMENT POLICY

Scope

This policy provides the expectations for attendance for all employees under the jurisdiction of the Cape Breton-Victoria Regional School Board.

Purpose

To promote regular employee attendance at work and to provide a framework for responding to absenteeism issues.

Policy Statement

The Cape Breton-Victoria Regional School Board believes the performance of the organization is directly linked to the performance of individual employees. The Board is also committed to promote and maintain high standards of attendance for all employees.

The Board recognizes that employee absences from the workplace must be in compliance with the appropriate legislation, collective agreements, and/or Board policy.

This policy pertains to all employees of the Board, including teaching, non-teaching staff, substitutes and casuals.

The Director of Human Resources and/or designate shall be responsible for the implementation, monitoring and revision of this Attendance Policy.

Cross Reference

CBVRSB Policy: Respectful Learning and Working Environment (HR309)

Authorization

This policy has been authorized by the Board under motion number 2014-04-12.

Responsibility

Cape Breton-Victoria Regional School Board
It is the responsibility of the Director of Human Resource Services to ensure that this policy and its administrative procedures are implemented.

**Implementation**

The Director of Human Resource Services or designate will implement the policy and administrative procedures.

**Procedures**

**STAGES**

1.0  **Informal**

When the school administrator/supervisor becomes aware that an attendance issue is developing, he/she informally observes and coaches the employee to maintain a good attendance record. Employees may be required to present a medical certificate, if the illness is more than (5) consecutive days or if there is a persistent pattern of illness.

1.1  **Formal**

The school administration/supervisor informs the Human Resource Services Coordinator that there is a possible attendance issue. The Human Resource Services Coordinator, the school administrator/supervisor, the employee and union representative will meet to discuss the issue and to develop a detailed plan for improvement. There will be a re-evaluation after three months with continued monitoring for one calendar year, unless there is sufficient progress.

1.2  **Formal**

If the attendance concern has not improved sufficiently, or not at all, the Human Resource Services Coordinator will arrange a formal meeting with employee and union representative to repeat the same process in Stage 1 – Formal. Medical documentation must be provided. A new improvement plan and time line is developed. This stage may be repeated as necessary.

1.3  **Formal**

When the efforts of *Stage 2 Formal* do not result in sufficient progress, an attendance review meeting is held with the Director of Human Resource Services and the Coordinator of Human Resource Services, the employee and union representative. The process is the same as that of the previous stage, with a written plan and time lines. Monitoring will be every month for one year.

1.4  **Formal**
If the support provided at all the various stages does not yield the necessary sustained attendance improvement, the Director of Human Resource Services may have to consider a recommendation for termination.

*Note: If at any point the employee communicates that the attendance difficulties are the direct result of an identified illness or disability, the principal/supervisor needs to involve a Human Resource representative to discuss whether accommodation is appropriate and available.

**Medical Records and/or Information**

All medical records and/or information will be safeguarded and treated as confidential information. Access to this material will be limited to appropriate personnel.

**Associated Forms**

- [Policy Review]
  
  This policy will be reviewed by Director of Human Resource Services and/or designate within three years from the authorization date.

- [Distribution]
  
  Board Members
  Policy Manual Holders