



Policy Section: **Personnel/Employee Matters**

Policy Name: **Attendance Support**

**700**

**710**

## **Policy Statement**

The Keewatin-Patricia District School Board (KPDSB) believes that regular and consistent attendance by all employees is essential for the provision of high-quality educational services for its students and is essential for the provision of a safe and healthy workplace. The KPDSB sustains the health and wellbeing of all its employees by promoting a positive, supportive environment whereby employees are offered assistance to support their regular attendance.

## **Rationale**

The Keewatin-Patricia District School Board believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to its mission. The KPDSB recognizes that accomplishing this goal requires diligence at all levels of the organization to actively promote and maintain high standards of employee performance and regular attendance at work and that a supportive approach to managing absenteeism is necessary.

## **Guidelines**

This Attendance Support Policy will be comprised of Disability Management, Attendance, and Wellness Programs. The Attendance Support Program is consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act, the Employment Standards Act, and the Municipal Freedom of Information and Protection of Privacy Act.

The KPDSB and its employees have basic responsibilities in this regard:

### **1. System Responsibilities:**

- Providing a safe and healthy work environment and promoting wellness among all employees;
- Providing modified/accommodated work to ill/disabled employees that is meaningful, productive, and suitable to their disabilities and capabilities;
- The fair and consistent treatment of employees;

Cross Reference

Ontario Occupational Health & Safety Act

Ontario Human Rights Code

Collective Agreement

Policies

704, Non-Union Staff Terms and Conditions of Employment

708, Respectful Working and Learning Environment: Conflict Prevention and Resolution

709, Workplace Harassment

715, Substance Use by Employees and Volunteers

716, Use of Medical Cannabis

Page 1 of 2

Date Adopted: 12/10/2010

Dates Reviewed: 06/03/2012; 12/05/2015;  
09/04/2019

Review By: 2023

- Maintaining communication with the supervisor and/or employee during periods of illness/disability;
- Providing supervisors with advice and assistance through Human Resources on the administration of the attendance management practices;
- Maintaining the confidentiality of medical records; and
- Respecting all employees' terms and conditions of employment.

2. Supervisor Responsibilities:

- Promoting accident and disability prevention;
- Actively supporting pro-active programs that enable ill/disabled employees to remain at work;
- Maintaining regular communication with employees during periods of illness/disability; and
- The fair and consistent administration of the attendance support program.

3. Employee Responsibilities:

- Be at work and be on time;
- Be interested in their own health and well being;
- Work safely;
- Attend to personal affairs, appointments, and obligations outside working hours;
- Attend medical appointments outside working hours where possible;
- Avoid allowing minor ailments and inconveniences to prevent attendance at work; and
- Maintain regular contact with the supervisor(s) and/or Human Resources personnel when absent from work.