

Policy Statement

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

Rationale

The 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 Board recognizes that to accomplish 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, Employment Standards Act and the Municipal Freedom of Information and Protection of Privacy Act.

The Board and the employees have basic responsibilities in this regard:

1.0 System Responsibilities

The Board is responsible for:

- 1.1 providing a safe and healthy work environment and promoting wellness among all employees;
- 1.2 providing modified/accommodated work to ill/disabled employees that is meaningful, productive and suitable to their disabilities and capabilities;
- 1.3 the fair and consistent treatment of employees;
- 1.4 maintaining communication with the supervisor and/or employee during periods of illness/disability;
- 1.5 providing supervisors with advice and assistance through Human Resources on the administration of the attendance management practice;
- 1.6 maintaining the confidentiality of medical records;

1.7 respecting all employees terms and conditions of employment;

2.0 Supervisor Responsibilities

The supervisor is responsible for:

- 2.1 promoting accident and disability prevention;
- 2.2 actively supporting pro-active programs that enable ill/disabled employees to remain at work;
- 2.3 maintaining regular communication with employees during periods of illness/disability;
- 2.4 the fair and consistent administration of the attendance support program.

3.0 Employee Responsibilities

All employees are expected to:

- 3.1 be at work and be on time;
- 3.2 be interested in their own health and well being;
- 3.3 work safely;
- 3.4 attend to personal affairs, appointments, and obligations outside working hours;
- 3.5 attend to medical appointments outside working hours where possible;
- 3.6 avoid allowing minor ailments and inconveniences to prevent attendance at work;
- 3.7 maintain regular contact with supervisor and/or Human Resources Personnel when absent from work.