

Attendance Management Procedure

1. Introduction

The quality and provision of Safety Codes Council (Council) programs, services, and operations is directly dependent on the work performed by **employees** and can be affected by **employee** attendance. As a matter of best practice, monitoring and management of **employee** attendance is both a reasonable and prudent action to ensure that the Council can operate effectively and fully achieve its mandate and objectives.

2. Purpose

The purpose of this procedure is to provide information on the actions expected of **employees** and **supervisors** regarding attendance and attendance management at the Council. Attendance management is intended to minimize the costs of absenteeism, reduce workplace absences, identify potential trends or causality, and be solution focused to address workplace absences.

3. Definitions

culpable absence: means a failure to be present for work as a result of factors within the **employee's** control and includes failure to notify, absence without approved leave, abuse of leave, and arriving late or leaving early without notification or valid excuse.

employee: means a person engaged by the Council to perform a service in accordance with an employment agreement.

non-culpable absence: means a failure to be present for work due to factors that an **employee** may have little or no control over, for example: illness, injury, physical or mental conditions or disability, family responsibility, medical emergency, bereavement, and other leaves with or without proper notice and excuse.

supervisor: means a person that has one or more **employees** reporting to them and includes management positions.

undue hardship: means an accommodation that if provided to an **employee** by the Council would be too onerous for the Council. **Undue hardship** can occur where an accommodation would lead to unbearable financial costs or a serious disruption to operations.

4. Procedure

4.1. Where it is determined that an **employee** has not met attendance standards due to one or more **culpable absences**, the **supervisor** may initiate actions that are

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described in the Corrective Action Procedure.

- 4.2. If it is determined that an **employee's** failure to meet attendance standards was a result of a **non-culpable absence**, the situation will be treated as a non-disciplinary attendance matter.
- 4.3. If an **employee** is absent repeatedly or for an extended period of time such that:
 - 4.3.1. the **employee** is not performing the role they were hired to perform and;
 - 4.3.2. accommodation is not appropriate or feasible, or if granted, not effective; or
 - 4.3.3. if the absences are not substantiated;the **employee** may be subject to actions described in the Corrective Action Procedure.
- 4.4. Notwithstanding the above, the Council will accommodate the **employee** absence(s) that are protected under the *Alberta Human Rights Act* up to the point of **undue hardship**.
- 4.5. The roles and responsibilities of **employees, supervisors**, and Human Resources relating to this procedure are described in Appendix A.

5. Authority

This procedure is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs.

6. Scope

This procedure applies to all **employees**.

7. Related Policies and Procedures

- 1.3 Code of Conduct and Ethics Policy
- 3.2.1 Employee Relations Policy
- 3.2.1.2 Corrective Action Procedure
- 3.2.2 Respectful Workplace Policy
- 3.2.6 Alcohol and Drugs Policy
- 3.5.2 Health and Safety Policy



8. Version History

Date	Notes
March / 01 / 2020	New procedure

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Appendix A: Roles and Responsibilities

Employees, supervisors, and Human Resources all have roles and responsibilities regarding attendance and attendance management at the Council. These roles and responsibilities include:

Employees are to:

- attempt best efforts to be physically and mentally fit for work;
- attend work, on time, for every scheduled day of work;
- seek medical care when required;
- provide reasons for any absence or variation to normal hours of work;
- contact their **supervisor** to report absences;
- work with their **supervisor** to discuss outstanding duties and provide sufficient information to enable appropriate cover-off duties (if possible);
- provide satisfactory medical certificates as required; and
- obtain proper approval for planned absences.

Supervisors are to:

- set a good example by being a positive role model for **employees**;
- act responsibly in managing attendance in a reasonable, fair, and consistent manner;
- be aware of issues that may affect an **employee's** attendance;
- approve time and absences in a timely manner;
- review leave balances in HR system prior to approving leaves;
- seek advice and direction from Human Resources in matters of interpreting leave benefits, additional pay, and/or in addressing attendance issues;
- complete any required documentation for leave benefits, (i.e. LTD application);
- allow for **employees** to take vacation breaks as operationally feasible;
- accommodate reasonable return to work plans; and
- ensure the confidentiality of an **employee's** personal information.

Human Resources is to:

- communicate any changes to leave benefits and the related documents to all **employees** of the Council;
- provide timely advice and guidance to **employees** and **supervisors** to ensure consistent application across the Council;
- provide reports and statistics to management related to accrued vacation, patterns of absenteeism, and absenteeism averages for the Council;
- liaise with **employees, supervisors**, and third-party consultants regarding individual cases and facilitate return to work plan meetings; and
- ensure the confidentiality of an **employee's** personal information.