



## **EMPLOYEE ATTENDANCE**

Good employee attendance enables the Division to achieve its goals and objectives, to operate effectively, and to successfully meet its obligations to provide quality education for the Division's students.

The attached regulations outline the responsibilities of employees and the Division in maintaining a high level of attendance.

Adopted September 1, 2009	Revised September 21, 2012	
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## EMPLOYEE ATTENDANCE

### 1. Requirements of Employees

- a. Employees are expected to attend to personal matters and obligations outside of working hours.
- b. Employees are expected to:
  - i. submit a request for leave for any planned absence to their Principal/supervisor as far in advance as possible,
  - ii. make contact and inform the supervisor, as soon as possible, regarding any unplanned absence, tardiness, or early departures.
- c. When an employee is absent without prior approval or contact with their supervisor, the Division shall take appropriate action, up to and including termination. In situations where an employee is absent five (5) or more consecutive working days without prior approval or contact with their supervisor, the Division may terminate due to abandonment of duties.
- d. Employees who are absent because of inclement weather or other unforeseen circumstances, when their school or office is open and roads/streets have not been closed, shall be deducted salary or shall be required to use a co-curricular day, a vacation day, or a personal leave day.

### 2. Requirements of Principals/Supervisors

- a. Principals/supervisors will review the following with staff, at the start of the school year, and as needed:
  - i. attendance expectations, and
  - ii. procedures to be used for requesting/advising of absenteeism.
- b. Principals/supervisors shall identify and address:
  - i. excessive absenteeism/tardiness,
  - ii. patterns of absences,
  - iii. questionable explanations for absences,

using the Employee Attendance Interview Report form (Exhibit E.1.I-EX1).

- c. To address absenteeism/tardiness, the Principal/supervisor shall:
  - i. meet with the employee regarding their personal attendance report,
  - ii. clarify attendance expectations,
  - iii. develop an attendance improvement plan with the employee,
  - iv. inform the employee of the supports available to them (including the Employee Assistance Program).
  
- d. When an attendance improvement plan produces no improvement, consequences up to and including termination could result.

Information: [Policy E.3.M – Sick Leave](#)

Adopted September 1, 2009	Revised September 21, 2012	Revised February 11, 2014
Revised October 6-7, 2014		



## EMPLOYEE ATTENDANCE INTERVIEW REPORT

The following is a record of the interview conducted with the employee which is to be forwarded to the Area Superintendent and kept in the personnel file.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Check all that Apply** (attach copy of attendance record)

Excessive Absenteeism     Pattern of Absenteeism     Reasons for Absenteeism

Tardiness             Other: \_\_\_\_\_

### To be completed by Immediate Supervisor

Comments:

Plan for Improvement:

Consequences of Further Infractions:

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

### To be Completed by Employee

Comments:

*By signing this form you confirm that you understand the information discussed with you.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Adopted September 21, 2012		
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