



Team Name: Human Resources	Reference Number: ORG.1510.PL.012
Team Lead: VP - Human Resources	Program Area: Human Resources
Approved by: VP - Human Resources	Policy Section: General
Issue Date: April 19, 2016	Subject: Attendance
Review Date:	
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**POLICY SUBJECT:**

Attendance

**PURPOSE:**

Regular Attendance of all employees is essential to meeting our objective of providing excellence in health services.

**BOARD POLICY REFERENCE:**

Executive Limitations (EL3) Treatment of Staff

**POLICY:**

1. It is the responsibility of all employees to adhere to their scheduled hours of work, including break times, and to attend on a regular basis.

It is the responsibility of the supervisor to ensure awareness by employees of expectations regarding Attendance and to work with employees to address Attendance concerns as they arise. When appropriate, it is the supervisor's responsibility to implement and apply the Attendance Support and Assistance Program in consultation with Human Resources.

2. For employees experiencing Attendance issues, it is the employee's responsibility to fully cooperate in efforts and measures implemented to improve his/her Attendance including, as appropriate, an Attendance Support and Assistance Program.
3. The Attendance Support and Assistance Program shall not be disciplinary and shall:
  - 3.1 Provide clear expectations regarding Attendance.
  - 3.2 Provide a supportive, proactive and holistic approach to managing Attendance.
  - 3.3 Be administered in a fair and consistent manner considering both operational needs and the circumstances of the individual employee.
  - 3.4 Provide guidelines and procedures for identifying, documenting, and resolving Attendance concerns as well as roles and responsibilities of all of the respective parties.
  - 3.5 Identify resources available to the employee to assist in overcoming difficulties that may be adversely affective regular Attendance.

**DEFINITIONS:**

**Attendance:** Being at the worksite, on time, for scheduled hours of work and observing approved break periods.

**Attendance Support and Assistance Program (ASAP):** A program developed in consultation between the manager, individual employee, Human Resources, union (if applicable) and other appropriate parties in a concentrated effort to address concerns relating to absenteeism and to assist employee in his/her efforts to improve attendance.

*This is a standard provincial policy that can only be changed with the approval of the Provincial Human Resources Leadership Council.*