



**Department: Human Resources**  
**Section: Employee and Labour Relations**

The Annapolis Valley Regional School Board expects and requires full attendance and punctuality of all employees.

Sufficient notification of an employee's absence is required in order to minimize disruption to work schedules and to ensure that students are not left unsupervised.

Failure to report absences or fraudulent use of absences such as sick leave, etc., will be grounds for disciplinary action, up to and including dismissal.

**Specifically**

- 1.0 It is the responsibility of each employee:
  - 1.1 to report for work punctually and remain at work throughout their scheduled hours unless there is a reasonable or unavoidable cause.
  - 1.2 to attend work unless there is a valid reason for the absence.
  - 1.3 to report absences, which are not known in advance, to the immediate supervisor within a reasonable period of his/her start time as determined at the school/worksite. If the immediate supervisor is unavailable, then the employee is to report his/her absence to the immediate supervisor's designate.
  - 1.4 to report absences known in advance, and seek the appropriate approvals, where necessary, as far in advance as possible.
  - 1.5 to provide his/her immediate supervisor with the reason for the absence.
  - 1.6 to provide appropriate medical documentation from a medical practitioner for ten (10) days of consecutive absence due to illness, or as may be required by the employer.
  - 1.7 to make every attempt to schedule appointments outside of working hours.
  - 1.8 to report to the appropriate Coordinator of Employee and Labour Relations any unusual circumstances while absent from work. For example, out-of-province travel while on sick leave.
- 2.0 It is the responsibility of the immediate supervisor to:
  - 2.1 be accountable for the attendance/absences of employees under his/her supervision.
  - 2.2 ensure that absences/attendances are reported on a daily basis to the Human Resources Department using the correct absence/attendance code.
  - 2.3 ensure that the appropriate approval is given for absences in compliance with legislation, collective agreements, or terms and conditions of employment.
  - 2.4 ensure that the employee is aware that medical documentation from a medical practitioner is to be forwarded to the Director of Human Resources or designate (Coordinator of Employee and Labour Relations or Employee Benefits Officer), where required by policy and administrative procedure or collective agreements.
  - 2.5 to manage employee absences in accordance with the provisions of the applicable collective agreement or terms and conditions of employment by looking for excessive sick leave usage, abusive sick leave or patterns of absenteeism. If an employee demonstrates excessive absenteeism, then the immediate supervisor shall meet with the employee to review their

attendance/absence records. If the immediate supervisor believes that there is not a valid reason for the excessive absenteeism, the immediate supervisor shall:

- 2.5.1 advise the employee that his/her absence record is not acceptable.
  - 2.5.2 inquire if the employee requires assistance (EAP, EIP, counselling, etc.).
  - 2.5.3 advise of the Board's expectations regarding attendance.
  - 2.5.4 develop a plan to review the employee's absence at a future specified date.
  - 2.5.5 advise the appropriate Coordinator of Employee and Labour Relations/ Employee Benefits Officer of the attendance issue.
- 2.6 ensure that the casual, substitute or spare replacement employee has registered with the Human Resources Department.

### Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** February 21/05

**Ref:** BP 305.17

**Monitoring Date:** Annually

**Revised:** March 30, 2015