



Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board believes the performance of the organization is directly linked to the performance of individual employees. The Board is committed to promoting and maintaining high standards of attendance.

The Annapolis Valley Regional School Board recognizes that high standards of attendance are the responsibility of employees and supervisors. The Board must address sick leave use and misuse, take responsibility for administering just and legitimate claims, in order to protect those who are ill. The manner in which absences are addressed sends an important message to employees.

The Board recognizes that employee absences from the worksite must be in compliance with the appropriate legislation, collective agreement, or terms and conditions of employment. The Board relies on employees to be trustworthy and employees are obliged to be honest with the Board.

Specifically

- This policy pertains to all employees of the Board, including substitutes, casuals and spares.
- Substitute, casual and spare employees who replace regular employees shall be registered with the Human Resources Department.

Monitoring

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