

HEALTH AND SAFETY

HR: H&S01 – Absenteeism

Originated: Sept. 2007
Review: Sept. 2020
Revised: Sept. 2012
Approved: Sept. 2020

POLICY:

The Library Board expects all employees to attend work and be punctual on every scheduled day. Occasionally there are good reasons for tardiness or absence.

PURPOSE:

The purposes of the policy are to set out procedures for tracking absences, and to establish ground rules for determining where coaching or disciplinary actions may be initiated related to an absenteeism record.

PROCEDURE:

1. Employees must advise their supervisor or designate as soon as reasonably possible of any instance where they will be tardy or are unable to attend a regularly scheduled shift and will not leave early without prior approval of their supervisor/designate.
2. When an employee advises the supervisor/designate of their absence they must advise of the reason(s) and expected return to work date. (Note: a reason does not require a medical diagnosis; but refers to a category for reason of absence, e.g. illness, leave for family reasons, bereavement leave, jury duty/court appearance etc.)
 - a) All absences must be recorded in the Leave and Banked Time Report.
3. Employee's will be subject to coaching or potentially formal discipline if they are absent or late without authorization for three (3) occurrences in a twelve (12) month period, after the last recorded occurrence.
4. Absence from work for three (3) consecutive workdays, without notification to the immediate supervisor/designate; is considered to be a voluntary resignation of the employee from employment.
5. Authorized absences due to illness will be compensated in accordance with the appropriate benefit that the employee is eligible for.
6. Authorized absences related to approved leaves will be paid according to the respective leave policy.



7. Approved absences for Jury Duty will be unpaid leaves with the payment due to the employee from the courts being paid directly to the employee.
8. Approved absences for Court Appearances arising out of the employee's employment will be compensated only for those hours that the employee appears in court on the employer's behalf.
9. Records of absence will be maintained by the supervisor for payroll and absence tracking purposes. ♦

