

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Staff Attendance Guidelines

PER #32

Revised: January 2025

Background

All employees contribute to Christ The Redeemer's (CTR) mission and their attendance is essential to maintaining quality of services, consistency of support to students, staff, and the community, as well as ensuring a fair distribution of work among colleagues.

The Attendance Monitoring Guidelines are to assist principals and/or supervisors to approach attendance monitoring from a positive, proactive, and preventive perspective and in doing so, achieve acceptable and/or improved attendance. The purpose of these procedures is to:

- create a positive work culture that encourages being at work;
- support the value that CTR places on attendance;
- emphasize to employees the importance of their work to CTR; and
- create a work environment that encourages optimal attendance through guidance, support, and opportunities for employees to improve attendance.

Definitions

Absence

- An incidence of non-attendance at work.

Attendance Average

- The average number of non-attendance for employees in CTR over the course of a school year.

Culpable Absenteeism

- An unapproved absence that is in the control of the employee and is subject to progressive discipline. Culpable Absenteeism would include fraudulent use of sick time, excessive lates, failure to report for work or failure to notify the division in advance.

Excessive Absenteeism

- Where an employee's absenteeism is considered excessive when it does not meet the acceptable attendance average for employees in the district. In attendance monitoring, the number of absences, or frequency of absences, or the pattern of absences, or the circumstances surrounding absences is more significant and has greater operational impact than the length of absences. Examples would include employees who miss Mondays and/or Fridays or every Tuesday after a long weekend or times before report cards.

Appropriate Absenteeism

- Approved absence, arising from circumstances beyond the control of the employee. Innocent Absenteeism would include accident, illness, disability, necessary medical or dental appointments and emergency family responsibilities. Absences due to Long Term Disability (LTD), Workers' Compensation Benefits (WCB), Maternity and Parental Leaves relating to the employee's accident, illness or medical emergency will be excluded. Sick leave absences which are part of a continuous absence of more than twenty (20) days in duration will also be

excluded, provided the employee has provided the necessary paperwork with adequate medical evidence justifying the absence. Absences due to a chronic medical condition and/or “disability” as defined by the *Human Rights Act* are excluded if satisfactory medical evidence is provided.

Responsibilities of Employees

- Attend work on a regular and normal basis and to maintain a record of optimal attendance.
- Remain at home when you are too sick to attend work.
- Follow appropriate notification procedures when an absence occurs, including booking through the Atrieve system, providing reasons for non-attendance to ensure proper sub coding, and contacting the principal to notify them by email or phone.
- Seek solutions to issues that may impede the ability to maintain optimal attendance.
- Where possible, schedule medical appointments outside of regular instructional time, cluster appointments and use half days to reduce the overall number of absences.

Responsibilities of Principals

- Set an optimum attendance example for employees.
- Monitor attendance records and determine appropriate attendance levels for each employee, considering circumstances and acceptable attendance averages.
- Privately acknowledge employees who demonstrate optimum attendance.
- Privately meet with employees regarding absences and communicate expectations for attendance at work.
- Create a positive work culture and offer help and support to every employee.

Procedure

Step One

- In October and March of each school year, employees will be provided with a letter related to attendance, divisional averages, roles and responsibilities and details of how to access their individual attendance report.

Step Two

- Principals will be provided with school and divisional averages of attendance as well as individual staff member days of absenteeism. Principals will communicate school and divisional averages as well as emphasize with staff the importance of attendance as well as best practices.
- Principals privately and informally acknowledge employees who have a record of optimal attendance.

Step Three

- Principals will identify employees having excessive absenteeism. The concern is with the frequency of the absences not the validity of the absences. The Principal will meet with the employee to:
 - review attendance record with the employee
 - inform employee of the operational issues resulting from their absences
 - seek to determine from the employee any underlying causes for their absences
 - provide assistance and support to the employee as appropriate

Step Four

- As appropriate, the Principal may include the Superintendent, or designate, as part of Step Two or Step Three to provide assistance and work to support employees.