

ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure Section</i> <b>Reporting Absences from Work</b>	<i>Administrative Procedure Number</i> <b>AP- 506</b>
<i>Directional Policy</i> <b>Employee Relations - 500</b>	

**Title of Administrative Procedure:**

Reporting Absences from Work

**Date Approved:**

May, 2022

**Projected Review Date:**

May, 2027

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Employee Relations Directional Policy. The purpose of this Administrative Procedure is to identify the Board’s expectations and requirements with respect to reporting absences from work.

**Alignment with Multi-Year Strategic Plan:**

The Reporting Absences from Work Administrative Procedure supports the Board’s Multi-Year Strategic Plan by clearly outlining the requirements for when an employee will be absent from work. This helps ensure that appropriate coverage can be provided and that student learning and operations continue during the employee’s absence.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**Action Required:**

- 1.0 All employees of the Board are required to communicate a known absence to their immediate supervisor and enter their absence into the automated callout system as soon as they become aware they will not be at work.

2.0 Absences of **less than five (5) consecutive working days** related to personal illness or injury:

- 2.1 As outlined below, an eligible employee may access sick leave benefits for reasons of personal illness or injury.
- 2.2 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to illness or injury as outlined in this Administrative Procedure.
- 2.3 When an employee becomes aware they are ill or injured and cannot report to work, the absence must be immediately entered into the automated callout system. This absence may be less or more than a full day. When reporting an absence, employees will attempt to provide as much notice as possible. An absence can be cancelled in the automated callout system up to one (1) hour before the scheduled start time should the employee's health improve.
- 2.4 In addition to entering an absence into the automated callout system, an employee reporting an absence due to personal illness or injury is required to contact their immediate supervisor or designate via telephone to report their absence, discuss planning needs, if any, and if appropriate, discuss accommodation options. The supervisor shall not ask about the nature of the illness or question the legitimacy of the illness. Each supervisor will instruct employees what time of the day to make said telephone contact and what telephone number to call.
- 2.5 Should the absence extend into the next work day, steps outlined in 2.3 and 2.4 are to be repeated. An employee is not required to enter the absence again if their supervisor agrees to extend the absence for them.
- 2.6 If an employee makes the call to the prescribed number at the prescribed time and leaves a message, their obligation for reporting their absence will be considered complete.
- 2.7 If an employee is not well enough to make the call at the prescribed time, they will make the call when they are well enough to do so.

3.0 Absences of **five (5) or more consecutive working days** related to personal illness or injury:

- 3.1 As outlined below, an eligible employee may access sick leave benefits for reasons of personal illness or injury.
- 3.2 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to illness or injury as outlined in this Administrative Procedure.

- 3.3 Employees are required to immediately advise their immediate supervisor or designate following any such personal illness or injury that prevents them from working in order to discuss a return to work date.
  - 3.4 If there is prior knowledge of the absence the employee shall discuss with their supervisor which of them shall enter the absence into the automated callout system and for how many days. If so directed by his/her supervisor, the employee shall immediately enter the absence in the automated callout system.
  - 3.5 At the time the employee reports their absence, the supervisor may discuss whether the employee can perform work with accommodations. If the employee feels they can perform work with accommodations, the matter will be referred to the Wellness Coordinator and the appropriate Union, if applicable, for further discussion.
  - 3.6 Documentation from an appropriate treating medical practitioner is required and must be submitted in the form of the required Medical Certificate. The completed Medical Certificate is to be submitted to the Wellness Coordinator or designate.
  - 3.7 Unless otherwise arranged, the Medical Certificate must be submitted by the employee or appropriate treating medical practitioner to the Wellness Coordinator, or designate, within ten (10) working days from the first date of absence.
  - 3.8 Access to sick leave benefits may be suspended or denied for failure to provide all requested appropriate medical documentation (as may be outlined in relevant Collective Agreements or Terms and Conditions). It is the employee's responsibility to submit the appropriate Medical Certificate to the Wellness Coordinator, or designate, when an absence of five (5) consecutive days or greater occurs.
  - 3.9 If restrictions and/or limitations have been identified by the employee's appropriate treating medical practitioner, discussion of a potential accommodation will occur between the Wellness Coordinator, the supervisor, the employee, and the union (if applicable).
  - 3.10 Should the employee remain off work with no return to work date identified, the Board shall require reasonable follow-up and seek reasonable periodic updates.
- 4.0 Absences Related to Personal Medical / Dental Appointments:
- 4.1 As outlined below, an eligible employee may access sick leave benefits for attendance at a personal medical/dental appointment. It is important that

employees are familiar with their entitlements with respect to medical/dental appointments. For example, CUPE represented employees are not eligible for paid sick leave to attend dental appointments (other than emergencies).

- 4.2 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to personal medical/dental appointments as outlined in this Administrative Procedure.
- 4.3 To be eligible for payment for personal medical/dental appointments through deduction from sick leave, where applicable, the employee must follow the Board's procedures for reporting absences related to medical/dental appointments as outlined in this Administrative Procedure.
- 4.4 Employees shall make every reasonable effort to schedule medical/dental appointments outside scheduled work hours. If the medical/dental practitioner offers appointments outside of the employee's regular work hours, the appointment must be booked outside of regular work hours.
- 4.5 The Board recognizes that some medical/dental practitioners do not offer hours outside of regular work hours, as such, attending medical/dental appointments during work hours may be unavoidable. However, all employees must attempt to schedule personal medical/dental appointments in the following manner:
  - 4.5.1 Where a treatment provider does not provide such options an employee must schedule the appointment either at the beginning of the day or the end of the day to minimize their absence from work;
  - 4.5.2 Where neither of the above options are reasonably possible, the employee must follow the proceeding steps to report their absence.
- 4.6 When it is necessary for an employee to schedule a medical/dental appointment during work hours, the employee will submit a form for approval to their supervisor which includes relevant details (i.e. date, time, if travel is required, etc.). The supervisor may discuss options for coverage for the employee's absence from work.
- 4.7 If the supervisor approves the absence from work, the employee will enter the absence in the automated callout system using the Medical Appointment absence code.
- 4.8 If the employee has not met the criteria outlined above they may not qualify for sick leave benefits.

#### 5.0 Absences Related to Professional Development:

- 5.1 The Board will provide Professional Development (PD) opportunities for employees which may require absences from their regular duties.
- 5.2 When an employee is going to be absent from their regular duties because of PD, the absence must be immediately reported in the automated callout system so appropriate coverage, where applicable, can be obtained.
- 5.3 Failure to enter an absence or not immediately entering an absence for PD into the automated callout system may result in no coverage being available. In such instances, the employee's attendance at the PD may be cancelled and the employee may be required to return to their regular duties.

#### 6.0 Vacation / Personal Leaves:

- 6.1 Employees who require and qualify for paid personal leave, unpaid personal leave, earned leave, or vacation time must first request the time off using the appropriate form. This form is submitted digitally by the employee to the direct supervisor and/or Human Resource Services.
- 6.2 The employee will receive an e-mail indicating when the request has been approved or denied. If the request is approved, the employee must immediately enter the absence into the automated callout system. If the request is denied, the employee is required to attend work.
- 6.3 Personal leave requests, paid or unpaid, are granted for urgent personal business, unless otherwise stated in relevant Collective Agreements or Terms and Conditions. Leave requests for other reasons such as vacation, attendance at sporting events, etc. will not be considered.
- 6.4 Other leaves may be available. Employees should reference their applicable Collective Agreement or Terms and Conditions.

### **Responsibilities:**

#### **The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Employee Relations Directional Policy.
- Reviewing the Reporting Absences from Work Administrative Procedure as part of its regular policy and procedures review cycle.

#### **The Director of Education is responsible for:**

- Overseeing implementation of the Reporting Absences from Work Administrative Procedure.

- Including the Reporting Absences from Work Administrative Procedure in the Board policies and procedures posted on the Board website.

**Superintendents are responsible for:**

- Ensuring Principals are consistent with the application of this Administrative Procedure.
- Ensuring that any employee for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure and that employees follow the requirement for reporting absences from work.

**Principals, Vice-Principals, Managers and supervisors are responsible for:**

- Ensuring staff who they supervise are aware of the requirements under this Administrative Procedure and that employees follow the requirement for reporting absences from work.
- Maintaining regular contact with employees while they are absent from work to help ensure safe and timely return to work occurs.
- Approving leave requests and verifying absences in the automated callout system in a timely fashion.

**The Wellness Coordinator is responsible for:**

- Coordinating accommodation needs with other stakeholders.
- Ensuring employees are providing required documentation to support absences from work related to personal illness or injury.

**Employees are responsible for:**

- Ensuring they are familiar with the appropriate software programs so leaves can be reported and requested (i.e. the automated callout system, the Hub).
- Attempting to have regular attendance at work.
- Scheduling appointments outside of regular work hours wherever possible.
- Reporting absences as outlined above.

**Progress Indicators:**

- All employees of the Board are aware of their responsibility to report absences from work as outlined in this Administrative Procedure.
- Absences from work are minimized wherever possible.
- Appropriate coverage is maintained during employee absences from work.

**References:**

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)