

ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure Section</i> Reporting Absences from Work	<i>Administrative Procedure Number</i> AP- 506 (New) AP- 529 (Old)
<i>Directional Policy</i> Employee Relations - 500	

TITLE OF ADMINISTRATIVE PROCEDURE:

Reporting Absences from Work

DATE APPROVED:

May 8, 2017

PROJECTED REVIEW DATE:

2019

DIRECTIONAL POLICY ALIGNMENT:

Employee Relations

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Reporting Absences from Work Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by ensuring the Board has clearly outlined 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. This Vision calls the Board to these Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

1.0 All employees of the Board are required to communicate a known absence to their immediate supervisor and enter their absence into SmartFind Express 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 SmartFind Express. 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 SmartFind Express 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 SmartFind Express, an employee reporting an absence due to personal illness or injury is required to attempt to contact their immediate supervisor or designate via telephone to report their absence, discuss any 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 SmartFind Express and for how many days. If so directed by his/her supervisor, the employee shall immediately enter the absence in SmartFind Express.
- 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.

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 effort to schedule medical/dental appointments outside scheduled work hours.

4.5 The Board recognizes that 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 Wherever possible, schedule the medical/dental appointment outside of working hours. In most cases treatment providers are open outside of work hours;

4.5.2 Where such an option is not reasonably available, 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;

4.5.3 Where neither of the above options are 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, they shall immediately inform their supervisor and options for coverage may be discussed.

4.7 The supervisor may inquire if it is possible to schedule the appointment to minimize the absence from work.

4.8 Once the steps outlined in sections 4.5 and/or 4.6 have taken place, the employee must then immediately enter the absence into SmartFind Express.

4.9 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 SmartFind Express so appropriate coverage, where applicable, can be obtained.

5.3 Failure to enter an absence or not immediately entering an absence for PD into SmartFind Express 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 / Earned Leave:

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 SmartFind Express. 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 web site.

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 SmartFind Express 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. SmartFind Express, 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:

[PVNC Catholic District School Board Vision and Strategic Priorities 2017-2020](#)

Employee Relations Directional Policy – 500