



Administrative Procedure 411

STAFF ATTENDANCE

Background

The Division expects regular and punctual attendance by all employees.

Definitions

An absence is any period of time during which employees are away from regular duties.

An extended medical absence is one that is longer than 5 consecutive work days.

Return to Work—a notice issued by Employee Health Services after a medical absence of greater than 5 days. The most common will be full return to work with no restrictions.

Gradual return to work—either time restrictions and/or work restrictions.

Modified return to work—regular hours, but changes or limitations to work duties.

Rehabilitative return to work—gradual returns to work following an extensive medical absence including Extended Disability Benefits (EDB) through the insurer.

Work Therapy—employee attends work to become re-oriented to the job and getting into the routine of work in preparation for a gradual, modified or rehabilitative return to work. Time and tasks are extensively modified. Employee remains on sick leave or EDB during work therapy.

Procedures

1. All employees shall:
 - 1.1 Register all absences with the Staff Attendance System;
 - 1.2 Inform their appropriate supervisor;
 - 1.3 Keep their appropriate supervisor informed (in a timely fashion) with respect to their absence and expected date of return to work.
2. An absence of less than one half day shall be scheduled in consultation with the appropriate supervisor.
3. Principals/Managers shall generate a daily absence report. These reports must be reviewed for accuracy by the Principal/Manager and any anomalies reported to the Superintendent, Human Resource Services (HRS).



4. Return to Work

- 4.1 Successful return to work is positively influenced by the maintenance of contact with the work environment. Employee Health Services personnel and the site administration will provide on-going assistance and maintain contact with all employees on extended medical absence.
- 4.2 Site administrators will support the prescribed adjustments for a gradual, modified or rehabilitative return to work as recommended by Employee Health Services.
- 4.3 Employees are required to actively participate in the development of a return to work plan along with healthcare practitioners, insurance providers and Employee Health Services.
 - 4.3.1 An employee who is to be on extended medical absence must, if possible, notify Employee Health Services either before or early in the absence.
 - 4.3.2 An employee shall provide medical documentation to Employee Health Services for extended absences. The form is provided by Employee Health Services.
 - 4.3.3 An employee's physician shall provide medical clearance for return to work to Employee Health Services. Employee Health Services will advise the site supervisor of the expected return to work date and of any accommodations or work restrictions.
 - 4.3.4 All "return to work" plans are developed with medical input and support, in collaboration with the site, other healthcare providers, and most importantly the employee.
 - 4.3.5 All medical information, being confidential, is kept in a separate employee health record in Employee Health Services. See [Administrative Procedure 402 - Appendix - Employee Health Records](#).

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Reviewed/Revised: June 12, 2002, December 7, 2005, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 204, 222, 225
Employment Standards Code
Labour Relations Code
Collective Agreements