

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

ATTENDANCE SUPPORT	POLICY
EFFECTIVE: 2010 06 22 / 2014 03 25	

POLICY STATEMENT:

The St. Clair Catholic District School Board expects regular and consistent work attendance by all employees. This is integral to the delivery of quality educational programs and to the service operations of the Board. The St. Clair Catholic District School Board is committed to supporting the health and well-being of its employees and when regular attendance has been compromised employees will be supported in improving and maintaining their attendance. The Attendance Support Program is a non-disciplinary process.

Attendance support focuses on individuals whose absence is beyond their control due to various medically identifiable conditions. The program is intended to help the employee manage a medical condition so as to improve attendance. However in some situations even with accommodation, the employment relationship may be frustrated by the employee's inability to attend work on a regular and consistent basis. Situations involving occupational injury (approved Workplace Safety and Insurance Board claims) and Long Term Disability are not subject to the attendance support process.

POLICY EXPECTATIONS:

1. It is recognized that an organization will always have some level of absenteeism. The St. Clair Catholic District School Board supports its employees by providing sick leave and Long Term Disability benefits, and has processes to accommodate the ill or injured in a timely, safe and sustainable return-to-work program.
2. The Attendance Support Program will use proactive and preventative wellness strategies that support healthy and productive employment.
3. The attendance support process is led by the Supervisor with resources and assistance provided to both the Supervisor and the employee by the Safety and Disability Administrator / Human Resource Services.
4. Attendance support processes will have as an ultimate goal the return to regular, consistent and sustained work attendance of the employee within normal parameters.
5. Attendance support is not an appropriate vehicle to address an employee's performance issues.
6. Attendance support is not an appropriate process where medical reasons that are the exclusive cause for the absence suggest an accommodation. However, attendance support may be appropriate when there are medical reasons that do not warrant an accommodation but contribute to the poor attendance.
7. Employees shall continue to follow Board wide procedures / plans for communicable diseases (i.e., Fifth disease, H1N1).

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8. The attendance support process shall be initiated when:
- An employee has exceeded predetermined attendance threshold subject to consideration of mitigating circumstances
 - Thresholds to be used;
 - Threshold to initiate an Attendance Alert Letter
 - Threshold to initiate individual Attendance Support Meetings
9. Notification will be sent by Safety and Disability Administrator to employee advising of exhaustion of allotted sick days.
10. When an employee is participating in the Attendance Support Program, and he/she has met the established attendance goals, he/she can exit the attendance support process.

DEFINITIONS:

Mitigating Circumstances: Circumstances relating to medical matters or illness which are beyond an employee's control, and could significantly impact attendance. Mitigating circumstances may include an absence of consecutive days for medical reasons such as surgery.

Threshold Level: The threshold is a number of sick days identified by Human Resource Services each school year (based on the preceding school year(s) sick leave utilization data) for which it is reasonable that employees not exceed unless there are special circumstances substantiated by medical documentation. Thresholds will be reviewed annually.

Threshold Calculations:

Attendance Letter Threshold: The average number of sick days of the two employee groups with the highest usage in the preceding school year(s).

Attendance Support Meeting Threshold: The sick day usage level of the 10% of employees with the highest absenteeism in the preceding school year(s).

Attendance Goal: The attendance goal set at any review meeting conducted under the Attendance Support Procedure takes into consideration the threshold level, submitted medical documentation on the case, time frame for the specific goal, and any mitigating circumstances for the situation.