

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: GBEB</b></p>
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## **EMPLOYEE ABSENTEEISM**

### Sick Leave:

- inability to work due to a medical condition of the employee.

The sick leave plan provides for pay for such absences to the extent of the employee's accumulated sick leave.

The Division has committed to promote and maintain high standards of attendance.

The following basic responsibilities are fundamental to ensuring the Division meets this commitment:

### Responsibility of the Employee

- a) to be at work on time, barring any reasonable and unavoidable problem.
- b) to attend to personal affairs and obligations outside of working hours within the context of existing policy and expected practice.(see Professional Personal Leave Guidelines)
- c) to notify their supervisor or principal as far in advance as possible of any absence from work or return to work.
- d) to provide documentation to support the absence and/or fitness to return to work (ie. request for leave form and a medical certificate, signed appointment slip, prescription slip, etc.) after 3 consecutive days of being absent. **All unsubstantiated absences reported on the principal or designate's "Month End Report" will be deducted as days without pay.**
- e) to provide the Division with documentation to allow it to satisfy any obligation it may have to the insurance carrier.
- f) Whenever possible to schedule out-of-town appointments on non-instructional days.

### Responsibilities of Supervisor/Principal or Designate

Attendance records shall be monitored by the supervisor/principal and the Division Office staff. If an employee's record of absenteeism reflects excessive usage of sick leave or a pattern of absenteeism is apparent, an interview will be held with the affected employee.

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Supervisor will, if necessary,:

- \* provide emotional support to employees who are sick and require assistance.
- \* offer support and make employees aware of the availability of support programs (ie. E.A.P.)
- \* inform the employee that the employee is required to take any and all measures to improve their attendance.
- \* re-state the Division's expectations regarding attendance.
- \* inform the employee that the employee's attendance will continue to be monitored, and if no improvement is forthcoming, a followup interview will be conducted with the Superintendent.
- \* report to payroll those employees who will be or have been away 10 or more days.

Responsibilities of Kelsey School Division No. 45

The payroll officer will, on a monthly basis, provide each principal and supervisor with a current cumulative record of absenteeism for employees under their supervision. This record shall be held in confidence by the supervisor/principal. The record shall be compiled from the time sheets submitted to Division Office as per established procedures.

If a principal/supervisor advises that an employee has a personal problem contributing to excessive absenteeism, the Division Office (Superintendent and/or Secretary Treasurer) will counsel the employee as to what the Division can provide in the way of assistance (ie. counselling such as the E.A. program or other options provided by the Division).

Attendance, interview records are to be received and monitored by the Supervisor, Principal, and Division Office Staff (Superintendent and Secretary Treasurer).

If an interview is required, the affected employee should be advised that an employee representative may be present.

**GBEB**

**EMPLOYMENT ABSENTEEISM INTERVIEW RECORD**

**CONFIDENTIAL**

**NAME** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

**Interview - Date:**

**Reasons:**

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Employee Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Employee**

**Date**

**Signature of Supervisor**

**Date**