



LAC LA BICHE COUNTY PROCEDURE

TITLE: Absenteeism Management Standard Operating Procedure PROCEDURE NO: CS-03-014-16

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Guidelines

The County recognizes that regular and prompt attendance is a pre-requisite to the achievement of organizational goals and acknowledges the need to address absenteeism in an equitable, constructive, proactive and sensitive manner. The goal is to address and/or correct absenteeism and attendance issues before they become counterproductive and/or disruptive to the organization.

While the County values good attendance, it accepts that from time to time, legitimate illness or injury will prevent an employee from working. The County considers this to constitute "innocent absenteeism".

Employees who are chronically absent or tardy adversely affect our productivity and staff morale, thus diminishing the quality and level of normal business operations.

An employee is considered absent if he or she does not attend work as scheduled, regardless of cause.

2.0 Procedures

2.1 Disciplinary Action

Unexcused and/or unauthorized absences will result in the employee forfeiting his or her pay for the duration of the absence. Employees will not be allowed to apply for paid illness benefits following the unexcused absences.

Excessive absenteeism or violation of this procedure and related policy will be subject to progressive discipline.

For more information on the process, please review Lac La Biche County's Progressive Discipline Policy and Procedures.

2.2 Employee Responsibilities

Each employee is responsible for notifying his or her supervisor/manager of absence for each period of time that the absence occurs, regardless of cause. Each employee is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive discipline action.

When an employee is absent for three (3) or more consecutive working days without notification, this will be considered job abandonment and, as such, the Employee may be terminated for just cause.

The County will use discretion when determining if the absence warrants dismissal.

An employee who does not intend to report to work because of illness (or any other reason) must notify his or her immediate Supervisor, Manager or General Manager (in this order) by telephone within 30 minutes of his/her regularly scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action.

An Employee who is unable to contact their Supervisor, Manager or their General Manager in this period of time should make every effort to make the required contact at the first available opportunity. An Employee must have a justifiable reason for failing to notify their Supervisor, Manager, General Manager not later 30 minutes after their scheduled shift commenced.

An employee who is absent for more than three (3) consecutive working days for medical reasons, is required to submit a note from a licensed physician or medical practitioner, that includes the following information:

- The date the Employee was seen by the medical practitioner;
- The medical practitioner's opinion as to the nature of the illness but not the diagnosis;
- The dates the Employee was absent from work; and
- The date the Employee is expected to (or did) return to work.

Failure to provide a note from a licensed physician within the time required by this procedure may result in disciplinary action.

An employee who is absent due to a work-related illness or injury or that was absent under short or long term disability due to personal injury or illness is required to submit a Fit for Work form from a medical practitioner prior to returning to work.

Employees are entitled to 6 paid casual sick days per calendar year. These sick days may not be carried over from year to year. Any employee who has been absent due to illness or injury for more than 10 days per calendar year may have his/her attendance record reviewed, He/she may be required to submit a physician's note or other medical evidence to validate additional sick days registered for that year.

Abuse of sick days will not be tolerated. Supervisors and managers have been instructed to remain vigilant if the following sick leave patterns, particularly if the patterns are chronic and/or persistent, such as:

- Absence on weekends, Saturdays or Sundays where the employee is scheduled to work;
- Absences during the day before and/or the day after scheduled vacation day(s) or statutory holiday(s);
- Absences during the day immediately following a pay day;

- Absences where an employee calls in sick immediately after another sick day has accrued;
- Situations where the absence(s) coincides with desirable days off.

Unacceptable attendance includes (but is not limited to) unexcused or persistent early departures during scheduled working hours, abuse of established sick leave benefits, or tardiness.

Unapproved early departures are not tolerated and will be subject to progressive discipline. Employees must receive approval from their manager prior to leaving early. In emergency situations the employee must email or call the manager and provide details surrounding the departure.

Late arrivals and early departures that display a pattern will be subject to progressive discipline. Employees are considered tardy if they arrive to work ten (10) minutes (or more) later than their scheduled start time.

3.0 Exceptions

Exceptions to this SOP include approved absences such as Maternity/Parental Leave, Jury Duty, and other pre-approved absences such as attendance of professional development activities.

Absences approved under the provision of Federal and Provincial law, and absences approved for the purpose of complying with military requirements, will not be considered as an unscheduled, unapproved, or unexcused absence.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date