



POLICY: Attendance Support

Category (Human Resources)

Effective Date: September 1, 2017

Last Revision Date: (N/A)

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POLICY: Attendance Support

I. Purpose of Policy

The Attendance Support Program is a key part of the Board's stewardship of its human resources, and is designed to create and maintain a Healthy Workplace. The Board believes that both individual and organizational health are important factors affecting the ability of all employees to exercise their vocation to work with regular attendance, and to contribute fully to its mission. ***In order to carry out the Board mandate, regular attendance by all employees is essential.***

The Attendance Support Program is an integrated partnership among employees, supervisors / administrators, Unions and health care providers that supports employees to attend work which benefits students. This program fosters a widespread understanding that the way to reduce incidences and duration of an employee's absences is through early intervention and support.

II. Program Objectives

1. Promote regular and consistent attendance at work.
2. Support and encourage employee physical, emotional and spiritual well-being.
3. Provide guidelines for a consistent and fair process while providing individual flexibility as needed.
4. Support and assist individual employees to achieve regular attendance.
5. Provide a framework for responding to excessive absenteeism.

III. Principles

1. Employees recognize that regular attendance is a condition of employment and will act in good faith and to the extent of their abilities to ensure ***prompt and regular attendance at work.***
2. The Board will provide support to employees who are absent from work with a proactive use of measures directed toward wellness and lifestyle enhancements.
3. The Board will apply the Attendance Support Program in a manner consistent with the ***Human Rights Code***, the ***Workplace Safety and Insurance Act*** and other applicable legislation in place to accommodate the individual needs of employees and assist them in the performance of their duties.



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4. The Board will encourage regular and punctual attendance at work through the proactive use of preventative measures.
5. The Board will treat absences consistently and equitably across the organization.

The Board Attendance Support Program will focus on the following strongly integrated and interactive elements:

- Wholeness & Wellness Program;
- Disability Management; and
- Attendance Management.

IV. Procedures

1. Attendance Support Program:

The components of the Board's Attendance Support Program are set out in Procedure A to this Policy.

2. Disability Management Program:

The components of the Board's Disability Management Program (including Return to Work and Remain at Work Plans) are set out in Procedure B to this Policy.

V. Human Rights Code and Accommodation

1. Human Rights Code (Employment):

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. (s. 5 (1)).

2. Human Rights Code (Disability Definition):

"disability" means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,



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- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”) (s. 10 (1))

3. Accommodation:

The principle of accommodation applies to all grounds of the Code, but accommodation issues in employment most often relate to the needs of:

- employees with disabilities (disability);
- older workers (age);
- employees with religious needs (creed);
- pregnant women (sex); and
- employees with caregiving responsibilities (family status).

[Ontario Human Rights Commission. *Human Rights at Work 2008 – Third Edition*, p. 93]

4. Appendix A – Accommodation Process Checklist:

Appendix A sets out the obligations of an employee, the employee’s supervisor (including the employee’s Principal / Vice-Principal), and the Board in any accommodation situation.

V. Related Information

Procedures and Appendix for this Policy

PROCEDURE A: Attendance Support Program

PROCEDURE B: Disability Management Program

APPENDIX A: Accommodation Process Checklist

Related Board Policies

Human Rights Policy

Legislation

Human Rights Code

Workplace Safety Insurance Act

Ontario Human Rights Commission (OHRC)

(27-Jun-16) Policy on Ableism and Discrimination based on Disability

(2008). *Human Rights at Work 2008 – Third Edition*.