



### Context

The Board of Education's primary role is to support and educate students and it depends on the contributions of employees to fulfill this role. This policy stems from the Board's sincere desire to help all employees achieve and feel their best in the workplace, and it links with the Board's strategic priority for social-emotional learning, which includes a commitment to health and well-being for all. Employee health, wellness and attendance has a direct impact on a positive working and learning environment, contributes to the optimum functioning of our organization, and creates the conditions for employees, students and families to succeed.

### Policy Statement

The Board is committed to ensuring that there are systems and processes in place to:

1. support workplace wellness, including psychological health and safety in the workplace;
2. give employees the relevant tools, resources, and services they need to be successful and engaged at work;
3. support optimal employee attendance; and,
4. support effective return to work/stay at work plans, including workplace accommodation as reasonably possible.

### Guiding Principles

The Board believes that:

1. supporting and promoting the health and wellness of employees is an integral component in developing compassionate learning communities;
2. developing positive and healthy relationships across the school community helps everyone feel connected, supported and valued;
3. an inclusive workplace that offers equal opportunities and is free from discrimination creates an environment of dignity and respect for human rights; and,
4. regular and consistent attendance ensures that employees can apply the valuable skills and knowledge for which they were hired.

### References:

- [Administrative Procedures to Board Policy 603: Employee Attendance Support](#)
- [Ministry of Education Mental Health in Schools Strategy](#)
- Canada Human Rights Act, RSC 1985, C. H-6

### Dates of Adoption/Amendments:

Adopted: 1981.02.18:

Amended: 1984.04.04: 1987.10.18: 1989.06.28: 1991.04.23: 1991.09.10: 2001.04.03:  
2008.02.26: 2017.10.24: **2022.02.22**



## **PURPOSE**

The purpose of these Administrative Procedures is to support of Board Policy 603: Employee Attendance Support and to:

- a. set out the process for managing short and long term medical absences, as well as the District's attendance support program and its accommodation program;
- b. clarify roles and responsibilities.

## **SCOPE**

This procedure applies to all regular and casual employees of Qualicum School District, including those who work off site or virtually.

## **RESPONSIBILITIES**

### **Employees**

1. Implicit to the employment relationship is the obligation for all employees to perform their work on a regular and dependable basis. Employees are expected to be punctual, present at their designated worksite, and actively engaged in work activities associated with their jobs during designated work hours.
2. Employees are responsible for:
  - a. attending work regularly and consistently according to their work schedule;
  - b. seeking support when needed to ensure they are healthy and able to attend work;
  - c. actively communicating needs for support and providing relevant information to the Qualicum School District to facilitate an accommodation process;
  - d. attending personal issues and non-urgent medical treatments/appointments at dates and times that do not conflict with their work schedule wherever possible;
  - e. reporting all absences, even if a replacement is not required, by advising their direct supervisor and logging their absence in PowerSchool Atrieve (or calling the Dispatch Clerk if a spare employee);
  - f. to the extent possible, maintaining contact with the District for the duration of their absence, keeping their supervisor and Human Resource informed of their recovery progress, the date of their anticipated return to work, and any issues that may impede on their ability to return to work;
  - g. logging their absence each day they are away, unless they have provided a medical certificate confirming their specific period of absence as required.
  - h. providing a medical certificate for any absences of 11 days or more.

### **Supervisors**

Supervisors play an important role in supporting employee attendance at work. Through regular contact with their employees, supervisors are in the best position to respond to attendance problems as they arise. They also have a significant impact on establishing a working climate that favours regular attendance.

Supervisors are responsible for:

- a. supporting employees in accordance with the attendance procedures;



- b. consistently and regularly communicating the Qualicum School District's expectations for employee attendance and the impact that absenteeism can cause;
- c. in conjunction with Human Resources, monitoring and reviewing employee attendance levels and ensuring the accuracy of attendance reports;
- d. using pro-active and sensitive conversations to support employees who are identified as having higher than average absences or patterns of absences, with union representation;
- e. ensuring that attendance issues are addressed confidentially with consistency, fairness and respect.

### Human Resources

The Director of Human Resources or designate will be responsible for:

- a. attendance support;
- b. ensuring that employees are aware of the attendance procedures;
- c. maintaining contact with employees during periods of absence;
- d. requesting and handling medical information from employees in accordance with the BC Human Rights Code and the Freedom of Information and Privacy Protection Act;
- e. supporting supervisors with their responsibilities and ensuring that the attendance support program is applied in consistent, fair and respectful ways that respond to the unique needs and circumstances of individual employees;
- f. monitoring the effectiveness of the Attendance Procedures, including the Attendance Support Program, with reports to the Senior Leadership Team.

In addition to the above, any employee absent for 6 days or more without a medical certificate may be contacted by Human Resources.

### Trade Union

Unions are an important resource and support for employees. It is understood that unions provide support to employees who are identified by the Attendance Support Program by:

- a. ensuring employees are treated fairly, consistently, and with respect at all stages of the program;
- b. providing advice and support to members; and,
- c. collaborating with the Human Resources and the employee's Supervisor to seek support for employees when needed and/or on efforts to improve employees' health, wellness and attendance.

### References:

- [Board Policy 603: Employee Attendance Support](#)
- [Ministry of Education and Child Care Mental Health in Schools Strategy](#)
- [Canada Human Rights Act, RSC 1985, C. H-6](#)

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<b>Absence</b>	An employee will be deemed absent if they have been scheduled to work and are not present at work. Approved leaves and vacation are not included in this definition for the purpose of this policy and administrative procedure.
<b>Culpable Absence</b>	Failure to be present at work as a result of factors within the employee’s control, e.g. failure to notify, absence without leave, abuse of leave (i.e. invalid use of sick leave) and chronic tardiness or leaving early without notification or excuse.
<b>Non-Culpable Absence</b>	Failure to be present at work due to factors over which the employee has little or no control, including but not limited to: <ul style="list-style-type: none"> <li>• physical or mental illness, injury or mental conditions including those constituting disability for which accommodation is required under the BC Human Rights Code;</li> <li>• family responsibilities including those for which accommodation is required under the BC Human Rights Code;</li> <li>• Unpaid leaves to which employees are entitled to under BC Employment Standards Act, including maternity leave, sick leave, parental leave, bereavement leave, compassionate and family care leave, and any other leaves to which employees are entitled under the terms of their collective agreement or individual employment contract.</li> </ul>
<b>Accommodation</b>	Taking steps to adjust rules, policies, practices or situations that have a negative impact on an individual or groups, protected under the Canada Human Rights Act.
<b>Inclusive Workplace</b>	Is a workplace where all employees have the opportunity to contribute and participate in the workplace in a barrier free environment.
<b>Undue Hardship</b>	Occurs when accommodation adjustments to the workplace would be prohibitively expensive, or create undue risks to health and safety. Each situation will be viewed as unique and assessed individually. A claim of undue hardship must be supported with facts and an analysis of options.
<b>Modified Duties</b>	Changes to assigned work tasks, methods, equipment, work station, or schedule.
<b>Alternate Duties</b>	A different job in the same work area or another work site.
<b>Restrictions</b>	Tasks that an employee is not capable of performing due to predictable risk of medical harm.
<b>Limitations</b>	Describes the level of ability and the activity that a person is able to tolerate.