



SECTION:	Human Resources General	APPROVAL DATE:
SUBSECTION:	Absence Management	June 24, 1996
POLICY NAME:	Health And Wellness Management Program	LAST REVISED:
POLICY NUMBER:	R.HRG.P.3	June 7, 1999

1. Absenteeism refers to an employee's absence from the work site for reasons specified in 2.0. Attendance at approved work related functions and/or approved off-site activities are not considered incidents of absenteeism.
2. The Board recognizes employee absenteeism will occur as a result of:
 - a) Scheduled Vacation
 - b) Personal Leave of Absence
 - c) Scheduled Leave of Absence
 - d) Jury or Witness Duty (subpoena)
 - e) Compassionate Leave
 - f) Workplace Illness or Injury
 - g) Non- workplace Illness or Injury
3. The terms described within the respective collective agreements outline for all employee groups the Wellington Catholic District School Board's expectations and procedures regarding absence from work. Absence from work may result in a pay deduction.
4. REPORTING ABSNCE
 - 4.1 It is the primary responsibility of the employee to report absence from work. The incident of absenteeism must:
 - a) be reported at least 2 hours prior the commencement of the workday
 - b) be reported to the immediate supervisor or an individual designated by administration
 - c) include the reason for the absence as described in section 2.0 and the anticipated date of return to work.
 - 4.2 The Board recognizes that there will be occasion, due to illness or injury, when the absent employee will not be able to report his/her absence directly to the supervisor, however the Board expects that employees will normally be able to provide prior notice or request permission for absenteeism well in advance of the absence.
 - 4.3 An employee may be required by the Board to submit a certificate from a qualified medical or dental practitioner at any time to justify an absence due to injury or illness. Failure to provide medical documentation for absence when requested may result in disciplinary action.
 - 4.4 The Board is committed to assisting recovering and disabled employees to return to work.
5. UNAUTHORIZED ABSENCE

- 5.1 Absence for reasons other than those provided for in 2.0 is termed unauthorized absence and may result in disciplinary action. The following are considered as unauthorized absence.
- a) Lateness or leaving early without prior approval
 - b) Failure to notify of expected absence or late arrival
 - c) Absence without leave
 - d) Abuse of leave