

## **ATTENDANCE MANAGEMENT POLICY**

### **1. PHILOSOPHY**

AVCT recognises that regular attendance promotes higher staff morale and fair workload allocation.

### **2. GOAL**

The Attendance Management Policy provides feedback to employees regarding their attendance. It is intended to provide the basis for a consistent and equitable approach towards the management of attendance.

### **3. DEFINITIONS**

Absence: Any scheduled hours of work time missed without permission or reasonable excuse will be considered an absence, including late arrival, and early departure.

### **4. EXPECTATIONS**

The ability to make best efforts to punctually attend work, in good mental and physical condition, is a condition of employment.

### **5. REPORTING ABSENCES**

All employees unable to report to work shall notify their Manager DIRECTLY, as much in advance as reasonably possible, prior to the commencement of their scheduled day of work. Also, employees must also contact Reception in the building they are due to work in to inform them of the absence. Employees must also ensure Reception has their current telephone number. If a Manager is not available then the member of staff can contact a member of the Senior Management Team on tel. no. 0151 546 5514.

In the event of an absence, or tardiness, employees are expected to give their Manager a reason. Similarly, when leaving work early, employees must have the permission of their Manager.

## 6. CERTIFICATES FROM QUALIFIED MEDICAL PRACTITIONERS

When required, an Employee will produce a doctor's certificate to verify her/his sick leave."

The Employer shall request a doctor's note from employees who have been absent for three or more consecutive days, or who have demonstrated a repeat problem in attending work regularly.

The medical certificate shall state clearly the expected date of the return to work, if possible for the physician to determine.

Employees absent for periods in excess of 4 weeks, or returning from an absence of greater than 4 weeks, may be required to renew their doctor's certificates.

## 7. CONFIDENTIALITY

Employees are not required to reveal to the Employer the exact nature of an illness or disability if they are suffering from ailments which might be the subject of gossip or discrimination. Rather, employees are required to state whether they are unable to attend work for reasons of health, and whether they are seeking medical attention.

## 8. DISABILITY

Employees suffering from disabling conditions are protected by the provisions of local human rights codes and s. 97 of the Collective Agreement. The Employer recognizes its duty to reasonably accommodate disabled employees in consultation with the Union.

## 9. COUNSELLING STEPS

Employees who have a demonstrated pattern of repeated innocent absenteeism will be counselled. Counselling will meet the goals of giving feedback to employees regarding their attendance, setting expectations, and encouraging those expectations to be met.

The steps taken to counsel employees shall begin with an informal meeting. If this does not improve attendance, then a formal meeting will be held and a written letter will be submitted to the employee. These counselling sessions may be repeated, as necessary.

The collective agreement states, with respect to non-culpable discharge for absenteeism, the following:

The Employer will make every reasonable effort to accommodate an Employee where the Employee incurs a mental or physical disability. Such accommodation shall be made in consultation with the Employee. In the case of a non-culpable discharge due to the fact such accommodation is not possible, re Discrimination will not apply.

Thus, in accordance with this article, non-culpable dismissal of an employee for absenteeism will only occur where the following three criteria are met: (1.) where the absenteeism has become severe enough to demonstrate the employee is incapable of fulfilling the essential duties of the position; (2.) where all reasonable steps at counselling, accommodation of disability, or enrolment onto a long-term disability plan have failed; (3.) and, where there is no probability of future improvement in attendance.

## 11. ROLES AND RESPONSIBILITIES

Employees:

- to attempt best efforts to be physically and mentally fit for work;
- to attend work, on time, for every scheduled day of work;

- to provide acceptable reasons for absence, tardiness, or leaving early;
- to contact the Manager and Reception if unable to attend work;
- to seek medical care when necessary;
- to provide doctor's notes when requested under this policy and
- to contact the Manager and Reception when they intend to intend work

Managers:

- support's employees regarding attendance;
- requests doctors' notes in accordance with this policy;
- stay in touch with employees who are away from work, and record reasons given for absences, lateness, and leaving early; and,
- report absenteeism concerns, including absence of staff in excess of 3 days, or those who demonstrate patterns of repeated absenteeism, to Human Resources.

Human Resources:

- distributes this policy and answers questions and concerns regarding its implementation;
- provides Managers with information regarding the absenteeism rates for their Team and The Employer, as a whole.