

SECTION 500 – Personnel and Employee Relations

POLICY 542: ATTENDANCE

BACKGROUND

Employee absenteeism can have a detrimental effect on the division's operations including, but not limited to, impact to student learning, reduced facility maintenance, delayed administration, increased workload to staff, financial cost, and morale issues. To deliver quality education and services to students within Medicine Hat Public School Division, the division relies on all employees to attend work regularly and to fulfill the duties for which they were employed. The division recognizes the value each employee contributes in their role and the division's responsibility to address causes of absence from work with employees.

SCOPE

This policy only applies to non-culpable absenteeism (meaning absences where an employee has a legitimate reason to be absent from work).

This policy does not apply to culpable absenteeism (absences involving employee misconduct).

This policy has no application to circumstances where the absence(s) relate to a mental disability or physical disability of which the division is (or ought to be) aware. Such absences will be addressed through disability management pursuant to the division's legal responsibilities under the Alberta Human Rights Act, where such legal responsibilities exist.

This policy applies to all employees of the Medicine Hat Public School division, including both unionized and non-unionized employees.

POLICY

The Board is committed to a non-disciplinary process designed to address non-culpable absenteeism and to encourage and promote regular attendance at work. The Board believes a consistent management of attendance issues can have highly positive effects on the workplace. Compliance with this policy is required by all Medicine Hat Public School Division employees.

GENERAL GUIDELINES

- Regular attendance at work is a requirement of employment.
- The division recognizes that legitimate scheduled and unscheduled absences may occur.
- A consistent and fair approach is promoted by the division in assisting employees to maintain regular attendance at work.

- Absences related to protected grounds under the *Alberta Human Rights Act* will be accommodated to the point of undue hardship (Duty to Accommodate) through a process separate from this Policy and Administrative Procedure.
- This policy, and the associated administrative procedure, is subject and subordinate to any applicable term of a contract of employment or a collective agreement governing the division's relationship with an employee.

APPLICATION (ADMINISTRATIVE PROCEDURE)

Administration and application of this Policy will be pursuant to Administrative Procedure 542 AP 001 – Attendance Support Program.

REFERENCES

Alberta Human Rights Act, RSA 2000, c. A-25.5

[542 AP 001 – Attendance Support Program](#)

Approved: January 22, 2019

Revised: October 12, 2021