

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: GENERAL ABSENCE REPORTING, NOT
RELATED TO ILLNESS OR INJURY**

<i>PROCEDURE CODE:</i>	<i>548 AP 001</i>
Policy Reference: 548 – Employee Absence Reporting	

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

The Board requires all employees to report their absence(s) from work to ensure accurate recording of absences, timely staff replacement, and appropriate follow-up in accordance with Board policy and administrative procedures. Compliance with this policy is required by all Medicine Hat Public School Division employees.

PROCEDURE

- 1. Absences reporting related to Collective Agreement Provision or Terms and Conditions of Employment contract (other than sick/medical leave):**
 - 1.1. Employees are required to complete a declaration of their absence through the Division's Atrieve ERP absence reporting system. Absences with less than 24 hours' notice require the employee to contact their Principal or Supervisor as soon as reasonably possible to report their absence and to identify an anticipated return-to-work timeline.
 - 1.2. If the leave clause requires supporting documentation, the employee is responsible for submitting this documentation directly to the Human Resources department.

Documentation can be submitted by scanned email, facsimiles or by hand directly to Human Resources.

2. Responsibilities of the Employee:

- 2.1. Personally report an absence, unless the employee is incapacitated and unable to do so. Failure to report absences at the first opportunity in accordance with these procedures may result in denial of pay or benefits.
- 2.2. Indicate, in general terms, the reason for the absence, i.e. due to personal or family responsibility leave.
- 2.3. Absences with less than 24 hours' notice require the employee to communicate directly with their Principal or supervisor, and if not immediately available, the principal or supervisor will respond when available. Unless otherwise arranged with the principal or supervisor, the employee is to update the principal or supervisor on each day of absence. Employees will also log their absence into the division's Atrieve ERP absence reporting system.
- 2.4. Assume responsibility for any applicable cost associated with obtaining documentation required to support the absence, unless addressed specifically in the Collective Agreement specific to the employee's union/association.
- 2.5. Maintain reasonable contact with their Principal or Supervisor and/or Human Resources during their absence when they are unable to perform the essential duties of their position.
- 2.6. Notify their Principal or Supervisor of their return-to-work timeline as soon as it is known.

3. Responsibilities of the Principal/Vice-Principal or Immediate Supervisor:

- 3.1. Communicate the applicable Policy and Administrative Procedures to the employee.
- 3.2. Monitor individual employee absenteeism records as designated by Human Resources.
- 3.3. Communicate with employees' regarding their absence, the general reason for absence, and return to work timeline.
- 3.4. Ensure employee confidentiality in relation to absences and personal information.
- 3.5. Contact the Human Resources department for assistance, when necessary.
- 3.6. Direct the employee to forward all supporting documentation directly to the Human Resources department, in a secure and confidential manner.

4. Responsibilities of the Human Resources department, or Designate:

- 4.1. Request supporting proof for absence(s) from the employee, where applicable.
- 4.2. Receive all supporting documentation required and provide support or resources to the employee during their time of need.
- 4.3. Assist the Principal or Supervisor by maintaining contact with employees, verifying that the employee continues to meet the requirements for the applicable leave clause, and advise the Principal or Supervisor of the expected return to work date, when known.



5. Responsibilities of Superintendent(s)

- 5.1. It is the responsibility of the appropriate Superintendent or Designate to administer this Policy and Administrative Procedure.
- 5.2. The appropriate Superintendent or Designate shall review this Procedure and Program Guidelines on a regular basis or as required by legislative change.

Approved: April 26, 2022

