

SECTION 500 – Personnel and Employee Relations

POLICY 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 that legitimate absences may occur, 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 applies to all employees of the Medicine Hat Public School division, including both unionized and non-unionized employees.

POLICY

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.

GUIDELINES

1. Regular attendance at work is a requirement of employment.
2. The division recognizes that legitimate scheduled and unscheduled absences may occur.
3. Employees are required to report their absence(s) immediately, and in accordance with the applicable Administrative Procedure(s).
4. A consistent and fair approach is promoted by the division in assisting employees to maintain regular attendance at work.
5. 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.

6. This policy, and the associated administrative procedures, are subject and subordinate to any applicable term of a contract of employment or a collective agreement governing the division's relationship with an employee.

ADMINISTRATIVE PROCEDURE

[548 AP 001 – General Absence Reporting, Not Related to Illness or Injury](#)

[548 AP 002 – Absence Reporting Related to Illness or Injury](#)

REFERENCES

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

Approved: April 26, 2022

