

Attendance Support Program	
Adopted: October 18, 2016	Last Reviewed/Revised: April 18, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: <a href="#">VI-76 Attendance Support Program</a>	

## Purpose

The Halton Catholic District School Board (HCDSB) is committed to creating and maintaining a healthy work environment for all employees. The Attendance Support Program is designed to assist employees experiencing frequent absences from work due to illness or injury.

## Application and Scope

This policy applies to all HCDSB employees.

This Attendance Support Program policy requires the Director of Education to create and implement an Attendance Support Program.

The intent of the Attendance Support Program is to:

- Support and expect regular attendance of all employees as an essential element of their employment;
- Advise employees of the support services available;
- Allow sufficient time for the employee to address issues so they will attend work regularly in the future; and,
- Establish goals and consequences should regular attendance not occur.

It is also the duty of all supervisory personnel to monitor the attendance of their staff. This includes holding coaching and counselling meetings regarding attendance when there is a concern about an employee's lack of regular attendance. It is also the duty of all supervisors within the HCDSB to report to Human Resources Services via the assigned Attendance Support Officer any individual absence or attendance pattern that, in their opinion, warrants further investigation.

The Human Resources Services department will monitor attendance and report attendance statistics to the Board on an annual basis.

## References

[Employment Standards Act](#)

## Principles

- The Halton Catholic District School Board is committed to providing a learning and working environment that is safe, harmonious and sensitive to the needs and well-being of the individual employee and student.
- It is the policy of the HCDSB to ensure conduct in its workplaces is in accordance with the gospel values of Jesus Christ, the HCDSB's Mission and Vision Statement, and Governing Values.
- By fostering an environment that encourages support of employees and promoting a Healthy Work Environment, this program should also improve the quality of service to students through consistent and regular attendance of employees at work.
- All employees contribute to the HCDSB's Mission and Vision Statements and their regular attendance at work is required to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work amongst colleagues.

## Requirements

- The Halton Catholic District School Board is committed to the overall health and wellness of its staff. This is exemplified by the existence of the *Employee Assistance Program* ("EAP"), the comprehensive Wellness Program offered by the HCDSB and the existence of local site-based Joint Health and Safety Committees.
- It is a required term and condition of employment that employees will attend work on a regular basis and will provide their services in return for the salaries, wages and benefits for which they are compensated. Irregular attendance at work has a detrimental effect on the delivery of the services provided by the HCDSB to its students, staff and other members of the school community.
- All employees of the HCDSB are expected to attend to personal matters outside of their working hours, unless the employee has received authorization to be absent to deal with a personal matter, such as a medical/dental appointment or bereavement, where such matter is of overriding importance and cannot be dealt with outside of normal working hours, or unless the matter is an "emergency" which entitles the employee to claim emergency leave under the Employment Standards Act (e.g., sudden family illness or death).
- The HCDSB is committed to differentiating between culpable and non-culpable absenteeism. Culpable absenteeism is defined as absences which are in the control of the employee, whereas non-culpable absences are outside of the control of the employee.
- Culpable absenteeism will be dealt with through the HCDSB's progressive discipline procedure. Attendance support is available for staff members whose absences are beyond the scope of their control which is referred to as *innocent absenteeism* or non-culpable absenteeism.
- The HCDSB endeavours to ensure that all employees are aware of and receive the appropriate support(s) that is available to them to ensure a healthy workforce.

- The HCDSB requires that its employees properly record and report their absences in accordance with HCDSB policy and their respective collective agreement.
- The HCDSB supports a culture of inclusion and is committed to meeting the needs of individuals within the organization and to adhere to the legislative requirements under the Ontario *Human Rights Code* and the *Workplace Safety and Insurance Act*, with respect to employment accommodation and successful return to work.

The operational details of this program are outlined in the HCDSB Human Resources Services Procedure VI-76 Attendance Support Program.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*