

ABSENTEEISM

The Board of Seven Oaks School Division believes all employees are models within our “community of learners, every one of whom shares the responsibility to assist children in acquiring an education which will enable them to lead fulfilling lives within the world as moral people and contributing members of society” (Seven Oaks Mission Statement).

The Board of Trustees values divisional employees as people who are willing and able to accept their work assignments and to demonstrate professional conduct at all times. The Board recognizes the value that each employee adds to our community and the loss that results when employees as a consequence of absence are unable to share in our collective responsibility.

The Board, through its administration, works with employees to ensure exemplary attendance through:

- Sharing responsibility for creating a healthy work environment.
- Working with employees experiencing difficulty with absenteeism.
- Maintaining the Division’s internal supports (Personnel Department, supervisors, other colleagues, etc.).
- Provision of external resources (e.g., the Employee Assistance Plan).
- Being fair and reasonable in the administration of policies and procedures concerning absenteeism.

The Board provides an accumulated sick leave benefit as insurance against loss of pay or employment.

The Division’s administration monitors attendance, maintains accurate records in consultation with the union and association executives, and prepares and submits absenteeism reports to the Board in November and May of each year.

The Board through its administration encourages union and association executives to participate in professional development which would assist them in supporting their members with issues concerning health and well-being.

The employer has the right to expect employees to carry out the fundamental obligation to perform the duties of their jobs. Where individual attendance difficulties persist, employment with the Division may be terminated.

Procedures:

1. Management will, as a general practice, speak to personnel who have been absent.
2. All absences must be entered in Employee Connect as a Leave Request.
3. When treatment is routine, personnel are encouraged to book appointments outside the workday. Appointments in emergent or special circumstances are often dictated by the medical/dental profession and must occur during the workday.
4. Management will identify, investigate and follow through in situations where employees appear to be experiencing absenteeism difficulties.
 - Discussions with employees with high absenteeism will take place to develop individual attendance improvement plans.
 - Where absenteeism causes the employment of the employee to be at risk, the union will be notified.