



ABSENCE REPORTING

Administrative Procedure #: APP016

These administrative procedures outline the practices to be followed by the Northeastern Catholic District School Board in the management of a consistent and standardized attendance tracking system for all employees.

REFERENCES

- Human Rights Code
- Employment Standards Act
- Municipal Freedom of Information and Protection of Privacy Act
- Personal Information Protection and Electronic Documents Act (PIPEDA)
- Occupational Health and Safety Act
- Education Act/Regulations
- Board Policy – P-13 Attendance Support Program
- APP017 - Confidentiality of Medical Records
- APP018 - Disability Support

GUIDELINES

- Supervisor refers to Principal/Manager and/or designate. Principals supervise Teachers, Child and Youth Workers, Designated Early Childhood Educators, Educational Assistants, Library Assistants, Secretarial Staff and Custodians in their school. Managers supervise the individuals who report to them.
- Giving notice of absence: Employees are required to advise their Supervisor, or designate upon any unexpected absence that prevents them from working. This should be done by telephone. If the employee is unable to reach their Supervisor by telephone, contact can initially be done by email but should be followed up by a telephone call. Email messages and voicemail messages are not acceptable on their own. The phone call should occur on the day of absence prior to the commencement of the work day where possible. Employees must indicate the nature of their absence and the anticipated length of the absence. If the length of the absence is unknown, employees must contact their Supervisor or designate on a daily basis.
- Custodial employees responsible for the opening of schools in the morning will make arrangements with the school Principal and Building Supervisor regarding the call-in protocol. Employees must indicate the nature of their absence and the anticipated

length of the absence. If the length of the absence is unknown, employees must contact their Supervisor or designate on a daily basis.

- The Board reserves the right to request medical information from an employee for absences due to illness or disability.

PROCEDURES

1.0 Absences related to illness or injury:

- 1.1 Employees are required to advise their Principal or Supervisor of any illness or accident that prevents them from working in order to discuss a return to work date.
- 1.2 Documentation from the appropriate treating medical practitioner may be requested in a manner consistent with the employee's collective agreement or terms and conditions where applicable.
- 1.3 The documentation required shall minimally consist of the following, as outlined on the Standardized Medical Certificate:
 - 1.3.1 Medical restrictions and/or limitations that are preventing the employee from working and which may require accommodation upon return to work, if any;
 - 1.3.2 Expected date of recovery and/or return to work date.
- 1.4 If restrictions and/or limitations have been identified by the employee's appropriate treating medical practitioner, the employee will have communication with the Human Resources Manager or designate.

2.0 Absences of more than five (5) consecutive working days related to illness or injury:

- 2.1 When an employee is going to be absent for more than five (5) consecutive working days, the employee will notify his/her Principal or Supervisor of absence.
- 2.2 The Principal or Supervisor shall indicate to the employee that the Human Resources Manager, or designate, will be notified of the employee's absence to enable early intervention and to facilitate a safe and timely return to work.
- 2.3 The Principal or Supervisor will notify the Human Resources Manager, or designate by email or telephone.
- 2.4 The Human Resources Manager, or designate, may require the employee to provide documentation completed by the appropriate treating medical practitioner that may include the following information:
 - 2.4.1 a functional abilities form that describes the medically supported restrictions or limitations the employee is experiencing in relation to the essential duties of their position;

- 2.4.2 confirmation that the employee is participating in the appropriate treatment to expedite the employee's safe and timely return to work;
- 2.4.3 expected date employee could participate in the Return to Work Program with appropriate modifications/accommodations based on restrictions /limitations;
- 2.4.4 expected return to work date at regular hours and duties;
- 2.4.5 any other information required to safely return the employee to work in a timely manner;
- 2.4.6 treating medical practitioner's name, address, phone number and fax number;
- 2.4.7 treating medical practitioner's signature.

2.5 Unless otherwise arranged, this documentation must be submitted by the employee or appropriate treating medical practitioner to the Manager of Human Resources or designate, within ten working days of the date of the request by the Manager of Human Resources or designate.

The Manager of Human Resources or designate must exercise discretion in each case in determining whether to ask for a medical certificate in accordance with 1.0 and 2.0.

3.0 Sick Leave Benefit:

- 3.1 As outlined below, an employee may access or is eligible for sick leave benefits if they become injured or ill and have a credit of unused sick leave.
- 3.2 An employee may access or is eligible for sick leave if he/she is disabled, which is defined as a state of incapacity which is due to bodily injury or sickness, preventing the employee from working for the Board for remuneration.

3.3 Sick leave benefits are not payable:

- 3.3.1 in cases which are compensable by Workplace Safety & Insurance Board, excluding top-up;
- 3.3.2 during scheduled vacation unless the illness requires hospitalization;
- 3.3.3 when an employee is on an authorized unpaid leave of absence;
- 3.3.4 when an employee does not have sick credits or a bank of sick days;
- 3.3.5 while in receipt of full Long Term Disability Benefits
- 3.3.6 when appropriate medical documentation has not been received.

- 3.4 To be eligible for sick leave benefits, the employee must follow the Board's procedures for reporting absences related to illness or injury and for returning to work, in accordance with 5.0 of this regulation.
- 3.5 The Board will endeavour to accommodate the return to work and placement of temporary and/or permanently and/or partially disabled employees in accordance with the Disability Support - Early Intervention, Accommodations and Return to Work Administrative Procedure.
- 3.6 Access to sick leave benefits may be denied for failure to provide the requested medical documentation requested. Appropriate medical documentation refers to, but is not limited to, medically supported restrictions and/or limitations as they relate to the employee's ability to meet the essential duties of their position. It is the employee's responsibility to submit appropriate documentation to the Human Resources Manager, or designate, as applicable.
- 3.7 In order to maintain access to sick leave benefits, the Human Resources Manager, or designate, may request the employee to attend an independent medical assessment (IMA) and/or have completed a functional abilities evaluation to determine the employee's restrictions and/or limitations related to the employee's position, This will assist in providing return to work and/or accommodation options. In requesting the IME, the following protocol will apply:
- 3.7.1 If the Human Resources Manager, or designate, reasonably requires medical information to determine whether an employee is able to return to work or should properly remain off of work and in receipt of sick leave benefits, the Human Resources Manager, or designate, shall so advise the employee and request that such information be provided;
 - 3.7.2 The employee is required to provide the requested medical documentation to the Human Resources Manager, or designate, in response to the request;
 - 3.7.3 The Human Resources Manager, or designate, will review the documentation provided by the employee. If the Human Resources Manager, or designate, is not satisfied with the adequacy of the medical information provided, the Human Resources Manager, or designate, will clearly identify to the employee why the information is not adequate;
 - 3.7.4 The employee will be given an opportunity to provide the Human Resources Manager, or designate, with further medical information;
 - 3.7.5 The Human Resources Manager, or designate, will review any further documentation provided by the employee. If the entirety of the medical documentation provided does not reasonably permit the Human Resources Manager, or designate, to determine whether the employee should return to work or remain off of work, the employee may be requested to submit to an IME;

- 3.7.6 If the employee fails to attend the IME or does not, prior to the IME, provide the Human Resources Manager, or designate, with further medical information to reasonably permit the Human Resources Manager, or designate, to determine whether the employee should return to work or remain off of work, the employee's wages and benefits may be discontinued.

4.0 Responsibilities of the Employee:

- 4.1 Personally report an absence, unless the employee is incapacitated and unable to do so. Failure to report absences in accordance with these procedures may result in denial of pay or benefits.
- 4.2 Indicate, in general terms, the reason for the absence, i.e. due to accident, illness, contractual, etc.
- 4.3 To call in directly to their Principal or supervisor and if not immediately available, the principal or supervisor will return the call. Unless otherwise arranged with the principal or supervisor, the employee is to call in on each day of absence.
- 4.4 Assume responsibility for the costs associated with the initial documentation from the appropriate treating medical practitioner in relation to the absence, or as per the terms of the employee's collective agreement or terms of employment. The Board will assume the reasonable cost of any additional medical certificates.
- 4.5 To be eligible for sick leave benefits, employees may be required to provide satisfactory medical documentation in the form of a Standardized Medical Certificate completed by the appropriate treating medical practitioner, in accordance with 1.0 and 2.0 of this Procedure.
- 4.6 Maintain regular contact with their Principal or Supervisor during his/her absence when he /she is unable to perform the essential duties of their position due to disability.
- 4.7 Participate in appropriate treatment, as determined by the treating medical practitioner(s), to ensure a safe and timely return to work.
- 4.8 Participate in the development of his/her Return to Work Plan, including taking the proposed Return to Work Plan (including accommodations and/or modifications) to the appropriate treating medical practitioner(s) for approval, if necessary.

5.0 Responsibilities of the Principal/Vice-Principal or Immediate Supervisor:

- 5.1 Communicate the Attendance Support Procedures or the Disability Support Procedures and Guidelines to the employee.
- 5.2 Ensure the daily maintenance of accurate, up-to-date records regarding employees' absences as designated by Human Resources.

- 5.3 Monitor individual employee absenteeism records as designated by Human Resources.
 - 5.4 Receive call-ins or return employees' calls should a message be received from employees, and determine the reason for absence.
 - 5.5 Ensure employee confidentiality in relation to absences and medical information.
 - 5.6 Contact the Human Resources Manager, or designate, for assistance when restrictions and /or limitations have been identified.
 - 5.7 Forward all medical documentation (if received) directly to the Human Resources Manager, or designate, in a secure and confidential manner.
 - 5.8 Advise employees of their obligation to provide satisfactory written proof of disability, as required, confirming disability and ensuring continued payment of sick leave benefits.
 - 5.9 Participate in the development of the employee's Return to Work Plan, including providing accommodations and/or modifications to the employee's duties and/or hours, based on recommendations from the Human Resources Manager, or designate.
- 6.0 Responsibilities of the Human Resources Manager, or Designate:
- 6.1 Request proof of continuing disability from the employee in the case of absences exceeding 10 consecutive working days, at appropriate intervals, in order to maintain the sick leave benefit or determine if participation in a Return to Work Program is appropriate.
 - 6.2 Receive all medical documentation required and provide support to the employee during their time of disability.
 - 6.3 Assist the Principal or Supervisor by maintaining contact with disabled employees, verifying that the employee is under the active care of the appropriate medical practitioner and following an appropriate treatment plan, and advise the Principal or Supervisor of the expected return to work date, when known.
 - 6.4 Develop an appropriate Return to Work Plan (including appropriate accommodation and/or modification recommendations) based on the employee's restrictions and/or limitations.
 - 6.5 The Human Resources Manager, or Designate shall review this Procedure and Program Guidelines on a regular basis or as required by legislative change.

For further direction beyond this Administrative Procedure, refer to the Disability Support: Early Intervention, Accommodation and Return to Work Administrative Procedure.

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