

Employee Attendance Support

The London District School Board is committed to creating and maintaining a healthy workplace. As a witness to God's healing activity in the world, the Board is committed to the sanctity of human life and the health, wellness and dignity of all persons. The Board believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to its mission. This strategy combines both prevention and intervention to achieve the goals of personal and workplace wellness.

In order to carry out the Board's mandate, regular attendance by all employees is essential. Regular attendance is an expectation of employment, and it is an essential duty of every employee. The Attendance Support Program is a comprehensive program to positively support the health and wellness of employees and the board.

The Attendance Support Program is consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act, Employment Standards Act and the Municipal Freedom of Information and Protection of Privacy Act.

For more specific information on the employee attendance support program visit www.ldcsb.on.ca/Board/Policies, refer to Board policy G1.15 Employee Attendance Support Program, and <https://portal.ldcsb.on.ca> refer to Staff Resources - Board Procedures.

Health & Wellness Team

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Other Resources:

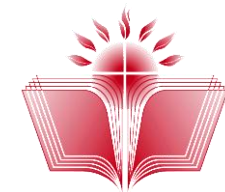
Your union or association representatives are an important resource in this process and can be accessed for additional support.

Employee Assistance Program (EAP): When you are dealing with illness, there may be other factors that impact your overall wellness. Please consider contacting EAP for additional support.

1-800-387-4765; TTY 1-877-338-0275



Employee Attendance Management



LONDON DISTRICT
Catholic School
BOARD



APPSP



Attendance Management Program

The program is designed to provide non-disciplinary and supportive assistance to employees who are struggling to attend work regularly and to help improve their attendance.

The Attendance Management Program is designed to assist employees experiencing frequent absences from work due to illness, injury, medical/dental appointments, or other personal circumstances.

An absence threshold has been set by the Board to trigger possible entry into the Attendance Management Program. The threshold will be reviewed at a minimum of every two years by the Board and employees will be notified if the threshold changes.

When an employee's absenteeism record exceeds the threshold the attendance management process may be initiated. A preliminary meeting will be arranged including the employee and their Principal/Supervisor, and in some cases may include a representative from Health & Wellness, to discuss his/her absenteeism.

Entry into any level of the multi-level process is consistently applied to all employees using **discretion**. The goals that are set within any level are *specific and unique* to each employee's circumstances.

If at any time in the Attendance Management Process the absenteeism is deemed to be as a result of a disability, as defined under the Ontario Human Rights Act, the employee may be referred to Health & Wellness – Early Intervention & Return to Work Program.

The Attendance Management Process includes a preliminary meeting and four coaching levels:

- **Preliminary Meeting**
- **Coaching Level 1**
- **Coaching Level 2**
- **Coaching Level 3**
- **Coaching Level 4**

During the Attendance Management Process the Board may determine that due to employee specific circumstances, any one of the four coaching levels may be repeated.

All Employees have the right to include union/association Representation at any time during the Attendance Management process.

Preliminary Meeting

- Includes the employee and the Principal/ Supervisor, and in some cases Health & Wellness.
- Initiates a discussion related to the employee's absence level.
- Serves to gain an understanding of the issue(s) that may be preventing the employee from regularly attending work.
- Offer support and guidance, as well as, set attendance goals for the next 90 working days.

Coaching Level 1

- Includes the employee, association/union representation, Principal/ Supervisor and/or Health & Wellness Team.
- Continues to offer support and advise the employee he/she will be entered into the Coaching Level Process.
- New attendance goals will be set with the employee that will apply for the next 90 working days.

Coaching Level 2

- Includes the employee, association/union representation, Principal/ Supervisor and/or Health & Wellness Team.
- Attendance goals will again be set with the employee that will apply for the next 90 working days.

Coaching Level 3

- Includes the employee, association/union representation, Principal/ Supervisor and/or Health & Wellness Team.
- Attendance goals will again be set with the employee that will apply for the next 90 working days.
- The employee will be advised that failure to meet the attendance goals set in Coaching Level 3 may result in termination of employment.

Coaching Level 4

- Includes the employee, association/union representation, Principal/ Supervisor and or Executive Officer of HRS or designate, and Superintendent.
- Review of absenteeism history and further discussion reflecting the board's concerns.

Progression through the levels may result if the employee has been unable to meet the attendance goals established.