What You Need to Know **Before** your

Preliminary Attendance Management Meeting

**You are entitled to have a Union representative present at your preliminary meeting. Let your principal know and call the union right away when your principal tries to schedule the meeting**.

Once you receive notification that you have exceeded the absence threshold, your supervisor will be inviting you to a preliminary meeting. At the meeting:

1. Your supervisor may show concern for you and your health issues that keep you from coming to work each day. The stress will be on how much they care and want to support you.

2. Then you will be asked to set a goal for the next 90-day working period - which turns out to be about six months of working days. The employer will want that goal to be two (2) days. TWO DAYS!! You will be asked to agree that you can commit to being absent for legitimate illness for only two days over the next six months of work.

3. Then you will be given a pamphlet about the Attendance Management Program (access it below) and sent on your merry way.   The supervisor will follow-up in writing. If you take three (3) sick days in the following six-month period of working days, you will then be called to a Coaching Level One meeting.

**If you would like to get more information, please call Irene (519) 318-4186 or Patty (519) 859-7807 or the office (519) 679-4186 before you attend the meeting.**