

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 402

SUBJECT: ATTENDANCE REPORTING: STAFF

Legal References: *Education Act: Section 283 Chief Executive Officer: Maintain an Effective Organization; Employee Collective Agreements; Terms and Conditions of Employment*

Related References: *Administrative Procedure 152 Medical Certificates: Staff and Students; AP 429 Leaves of Absence*

1. Attendance Reporting

This administrative procedure has been developed to establish guidelines for attendance reporting.

2. Administrative Procedures

2.1 Reporting Attendance for School-Based Staff

2.1.1 All school-based staff must notify or seek the approval of their principal/supervisor for absence from work, as required by the collective agreement or terms and conditions of employment. Where advance approval of the absence is not possible, such as in the case of illness, the staff member shall notify the principal by telephone or e-mail of such absence prior to the absence occurring. The principal will reference the collective agreement or terms and conditions of employment as required when administering attendance procedures.

2.1.2 All school-based staff must report their absences to their supervisor and then the absence must be reported to the SmartFind Express electronic attendance management system.

2.1.3 The principal is responsible for verifying attendance of all school staff using SmartFind Express, and for reporting the attendance of school staff members for whom SmartFind Express has not been configured using the method determined by the education centre.

2.1.4 Principal Attendance

2.1.4.1 In the case of absence of the principal, the principal must notify or seek the approval, as is determined by the terms and conditions of employment, of the designated regional Superintendent.

2.1.4.2 In the case of work-related absences from the school of more than one day principals are expected to notify the designated regional Superintendent, or designated executive assistant to the Superintendent, in advance of the absence. The electronic form 402 Request for Leave must be completed. Attendance at meetings called by senior staff members are exempted from this reporting requirement. Principals must report all of their absences to their designated Superintendent and to the SmartFind Express electronic attendance management system.

2.2 Reporting Attendance for Education Centre Staff

- 2.2.1 All staff members must notify or seek the approval of their appropriate supervisor for absence from work, as required by the collective agreement or terms and conditions of employment. The electronic Request for Leave form found on First Class must be completed and submitted to the appropriate supervisor.
- 2.2.2 Following supervisor approval this form shall be sent to the staff member, and the administrative assistant to the Director of Education for cross checking and verification in SmartFind Express. Where advance approval of the absence is not possible, such as in the case of illness, the staff member is obligated to notify the supervisor by telephone or e-mail of such absence prior to the absence occurring. The supervisor will reference the applicable collective agreement or terms and conditions of employment as required when administering attendance procedures.
- 2.2.3 All education centre staff members must record their absences using the SmartFind Express electronic attendance management system.

3. For all staff absences of three consecutive working days related to illness or injury

- 3.1 Employees are required to advise their Principal or Supervisor immediately when any illness, medical procedure or accident prevents them from working in order to discuss a return to work date.
- 3.2 If the return to work date is greater than three consecutive working days, documentation from the appropriate treating medical practitioner may be requested by the Principal/Vice Principal or immediate supervisor in consultation with the Superintendent of Human Resources or designate. Medical documentation will be forwarded to the Superintendent of Human Resources or designate.

4. Absences of more than five consecutive working days related to illness or injury

- 4.1 When an employee is going to be absent for more than five consecutive working days, the employee will notify his/her Principal or Supervisor immediately of the absence.
- 4.2 The Principal or Supervisor shall indicate to the employee that the Superintendent of Human Resources or designate, will be notified of the employee's absence to enable early intervention and to facilitate a safe and timely return to work.
- 4.3 The Principal or Supervisor will notify the Superintendent of Human Resources, or designate by email, fax or telephone.
- 4.4 The Superintendent of Human Resources, or designate, may require the employee to provide documentation in the form of a Medical Certificate and/or Form 175a Functional Abilities Form completed by the appropriate treating medical practitioner that may include the following information:
 - 4.4.1 Description of the medically supported restrictions or limitations the employee is experiencing in relation to the essential duties of their position;
 - 4.4.2 Confirmation that the employee is participating in the appropriate treatment to ensure the employee's safe and timely return to work;
 - 4.4.3 Expected date employee could participate in the Return to Work Program with appropriate modifications/accommodations based on limitations and restrictions;
 - 4.4.4 Expected return to work date at regular hours and duties;

- 4.4.5 Any other information required to safely return the employee to work in a timely manner;
 - 4.4.6 Treating medical practitioner's name, address, phone number and fax number;
 - 4.4.7 Treating medical practitioner's signature.
- 4.5 Unless otherwise arranged, this documentation must be submitted by the employee or appropriate treating medical practitioner to the Superintendent of Human Resources, or designate, within ten working days of the date of the request.
- 4.6 A staff member who is off work for an extended period of time may be asked to meet with the Superintendent of Human Resources or designate and may be required to provide periodic updated medical documentation.
- 4.7 The Avon Maitland District School Board will assume responsibility for the costs associated with the documentation from the appropriate treating medical practitioner in relation to the absence.

5. Sick Leave Benefit

- 5.1 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. The applicable collective agreement or terms and conditions of employment will be referenced when administering the sick leave benefit.
- 5.2 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. In addition, sick leave credits may be accessed for medical or dental appointments that can't be scheduled outside of working hours.
- 5.3 Sick leave benefits are not payable:
- 5.3.1 In cases which are compensable by Workplace Safety & Insurance Board, excluding top-up;
 - 5.3.2 When an employee is on an authorized unpaid leave of absence;
 - 5.3.3 When an employee does not have sick credits or a bank of sick days;
 - 5.3.4 While in receipt of full Long Term Disability Benefits;
 - 5.3.5 When appropriate medical documentation has not been received;
 - 5.3.6 When on scheduled layoff.
- 5.4 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 4.0 of this regulation.
- 5.5 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 Early and Safe Return to Work Procedure No. 416 and applicable collective agreement or terms and conditions of employment.
- 5.6 Access to sick leave benefits may be denied for failure to provide all appropriate 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 Superintendent of Human Resources, or designate.

- 5.7 In order to maintain access to sick leave benefits, the Superintendent Human Resources, or designate, may request the employee to attend an Independent Medical Assessment (IME) 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:
- 5.7.1 If the Superintendent of Human Resources, 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 Superintendent of Human Resources, or designate, shall so advise the employee and request that such information be provided;
 - 5.7.2 The employee is required to provide the requested medical documentation to the Superintendent of Human Resources, or designate, in response to the request;
 - 5.7.3 The Superintendent of Human Resources, or designate, will review the documentation provided by the employee. If the Superintendent of Human Resources, or designate, is not satisfied with the adequacy of the medical information provided, the Superintendent of Human Resources, or designate, will clearly identify to the employee why the information is not adequate;
 - 5.7.4 The employee will be given an opportunity to provide the Superintendent of Human Resources, or designate, with further medical information;
 - 5.7.5 The Superintendent of Human Resources, or designate, will review any further documentation provided by the employee. If the entirety of the medical documentation provided does not reasonably permit the Superintendent of Human Resources, 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;
 - 5.7.6 If the employee fails to attend the IME or does not, prior to the IME, provide the Superintendent of Human Resources, or designate, with further medical information to reasonably permit the Superintendent of Human Resources, 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.

6. Responsibilities of the Employee

- 6.1 Personally report an absence, unless the employee is incapacitated and unable to do so. Failure to report absences at the first opportunity in accordance with these procedures may result in denial of pay or benefits.
- 6.2 Indicate, in general terms, the reason for the absence, i.e. due to accident, illness, contractual, etc.
- 6.3 To call or e-mail their Principal or Supervisor directly. The absence must be reported to the Smartfind Express electronic attendance management system.
- 6.4 To be eligible for sick leave benefits, employees may be required to provide satisfactory medical documentation in the form of a Medical Certificate completed by the appropriate treating medical practitioner, in accordance with 3.0 and 4.0 of this Procedure.
- 6.5 Maintain regular contact with their Principal/Supervisor/Superintendent of Human Resources or designate, as the case may be, during his/her absence when he /she is unable to perform the essential duties of their position due to disability.

- 6.6 Participate in appropriate treatment, as determined by the treating medical practitioner(s), to ensure a safe and timely return to work.
- 6.7 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 review, if necessary.

7. Responsibilities of the Principal/Vice-Principal or Immediate Supervisor

- 7.1 Communicate and review the Attendance Reporting: Staff #402 and Guidelines to all employees on a yearly basis.
- 7.2 Ensure the daily maintenance of accurate, up-to-date records regarding employees' absences as designated by Human Resources.
- 7.3 Monitor individual employee absenteeism records as designated by Human Resources.
- 7.4 Receive call-ins or return employees' calls should a message be received from employees, and determine the reason for absence.
- 7.5 Ensure employee confidentiality in relation to absences and medical information by forwarding all medical documentation to the Superintendent of Human Resources or designate in a secure and confidential manner.
- 7.6 Contact the Superintendent of Human Resources, or designate, for assistance when restrictions and /or limitations have been identified.
- 7.7 Advise employees of their obligation to provide satisfactory written proof of disability, as required, confirming disability and ensuring continued payment of sick leave benefits. Principals and Supervisors shall not require an employee to sign a release to authorize collection of medical information.
- 7.8 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 the employee's restrictions and/or limitations.

8. Responsibilities of the Superintendent of Human Resources, or Designate

- 8.1 Request proof of continuing disability from the employee in the case of absences exceeding 5 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.
- 8.2 Receive all medical documentation required and provide support to the employee during their time of disability.
- 8.3 Assist the Principal or Supervisor by maintaining contact with employees disabled for more than 10 consecutive working days, 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.

- 8.4 Develop an appropriate Return to Work Plan (including appropriate accommodation and/or modification recommendations) based on the employee's restrictions and/or limitations.
- 8.5 To review on a regular basis or as required by legislative change and to administer these Procedure and Program Guidelines.

For further direction beyond this procedure, refer to Administrative Procedure 416 Early and Safe Return to Work.