

Policy Title:	Attendance - Employees		
Category:	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input checked="" type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	February 27, 2020	Effective date:	February 27, 2020
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	February 27, 2020
Date of Mandatory Review (expiry date)	February 2025	Date of last revision of Procedures	February 27, 2020

1 POLICY

1. Employees shall attend work and perform their assigned job duties in accordance with established employment contracts.
2. Whenever possible, absences must be authorized in advance.
3. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of CMCC and its business operations and are a condition of continued employment.
4. Non-clinical teaching faculty are to schedule personal time off during intervals where teaching is not required in order to ensure workload commitments are maintained and student learning is not compromised.

2 PURPOSE

To ensure that absenteeism is managed in a fair and appropriate manner, as well as to establish the requirement to work all scheduled hours as deemed necessary for the position, in accordance with established employment contracts and, for union members represented within the Collective Agreement.

3 SCOPE

All employees.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

CMCC places a high value on attendance and punctuality and expects all employees to arrive at work as scheduled.

5 RELATED POLICIES (not a comprehensive list)

- Accessibility – Customer Service for Persons with Disabilities
- Code of Conduct - Employees
- Collective Agreement between CMCC and CUPE Local 4773
- Discipline

- Holidays
- Hours of Work
- Leaves
- Sick Leave and Salary Continuance
- Vacation and Vacation Pay

6 DEFINITIONS

Absence is the circumstance in which an employee is not present at work during normally scheduled work hours.

Approved absence is any workplace absence that occurs where the employee is entitled to leave based on policy, regulation or legislation, where the employee has received management approval for the leave or, where applicable, the employee has notified their immediate manager.

Work is an activity for which compensation is paid to an employee by an employer in return for providing the agreed upon services to the employer. Training and travelling for work during the workday are also considered work, as are attending work approved seminars and conferences. Employees are **not** considered to be working during authorized breaks, when engaging in private matters, or while commuting to or from work.

Workplace is any location where an employee works which can include multiple locations and involve the use of computer communication (email, internet and video).

New Policy Approved (date):

Policy Revision History (dates):

December 13, 2011

February 27, 2020

-----**END OF POLICY**-----

7 PROCEDURES

1. Managers are to ensure the consistent application of this policy.
2. Managers are to review absences entered into HR Online, and approve as appropriate.
3. Managers are to establish a favourable climate for attendance, communicating attendance expectations, monitoring absence(s) and lateness, following up with employees for required documentation, reviewing records to determine any absenteeism problems, and accommodating employees to assist in finding solutions to chronic absenteeism.
4. Managers are to address attendance issues with their employees. Should corrective action be warranted, the manager must first consult with the Division of Human Resources to ensure consistency of policy application. Union employees will be governed by the terms of the Collective Agreement.
5. Employees are to be at work on days scheduled, arriving on time and not leaving early without authorization from their immediate manager.

6. Employees are to notify their manager, immediately, and obtain authorization for any planned absence, the reason(s) for the absence, and their expected return date.
7. For unplanned absences, employees who are going to be unavoidably late or absent are to notify their immediate manager as soon as possible. If the immediate manager is not available, the employee is required to leave a voice mail message and email the next level management. Employees must notify their managers for each day of absence.
8. Unacceptable practices include, but are not limited to, unexcused or persistent early departure during scheduled working hours, abuse of established sick leave benefits (for example, if sick days chronically fall the day before, or after, a scheduled vacation day or statutory holiday), or tardiness. Violations of this nature may be subject to disciplinary action.

New Procedure Approved (date):

Procedure Revision History (dates):

December 13, 2011

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8 ATTACHMENTS

None