

Administrative Application	
<p>Personnel and Employee Relations 7560 Absence Management - Instructional Staff</p>	<p>Last Reviewed /Approved on: March 26, 2019</p>
	<p>References: Saskatchewan Regulations of the Human Rights Code Canadian Medical Association Return to Work Policy The Health Insurance and Portability and Accountability Act (HIPAA) Health Information Protection of Privacy Act (HIPPA) Personal Information Protection & Electronic Documentation Act (PIPEDA) SSBA Insurance Policy Workers Compensation Legislation Saskatchewan Employment Act 2014 Provincial Collective Bargaining Agreement Local Collective Bargaining Agreement (LINC) Policy 12 – Role of the Director</p>
	<p>Status: Operational</p>

Preamble

The Regina Catholic School Division (RCSD) recognizes and values the contribution of its employees and accepts that there are times when absence from work is unavoidable. RCSD expects the regular attendance at work of employees and promotes the maintenance of a safe and healthy work environment. RCSD supports mechanisms to address absence levels and acknowledges employee attendance management is part of normal supervisory procedures.

Definitions

1. **Culpa** – A term of the civil law, meaning fault, neglect, or negligence.
2. **Culpable** - Blamable; censurable; involving the breach of a legal duty or the commission of a fault.
3. **Non Culpabilis** – Latin. Not guilty (Reference Black's Law Dictionary).
4. **Culpable Absenteeism** - Failure to be present for work as a result of factors within the control of the employee, including but not limited to: failure to notify, absence without leave, abuse of leave and coming to work late or leaving early without notification or excuse. Culpable absenteeism is grounds for discipline, up to and including dismissal.
5. **Non-culpable Absenteeism** - Failure to be present for work due to illness or non-occupational injury, including absences resulting from a disability that is not a compensatory illness or injury. Non-culpable absenteeism is subject to non-punitive correction action.
6. **Standard** - A reference point used that when reached triggers a review of an employee's attendance. It is arrived at by taking the previous years' absences of the particular employee group and then, dividing number of employees in the group by number of months worked to determine the standard/reference point.

Application

1. Purpose

The purpose of this administrative application is to clearly delineate roles, responsibilities, practice and procedures to manage absenteeism in a positive, transparent and compassionate manner.

2. Applicability

This administrative application applies to:

- a. All members of the Saskatchewan Teachers' Federation (STF)
- b. All members of the League of Educational, Administrators, Directors and Superintendents (LEADS).

3. Roles and Responsibilities

The following work groups have roles and responsibilities as indicated:

a. Employee

The employee will:

- i. Fulfil their contract with the school division.
- ii. Be at work on time unless there are reasonable and unavoidable causes.
- iii. Notify the supervisor as far in advance as possible of any absence from work.
- iv. Follow prescribed procedures to arrange for a substitute/casual if required.
- v. Provide, as required, appropriate documentation and/or communication to appropriate supervisor/designate, to support the absence and/or fitness to return to work.
- vi. Attend to personal affairs and obligations outside of working hours whenever possible.
- vii. Provide the school division with sufficient information to allow it to satisfy any obligation it may have to accommodate, arrange for other workplace employment considerations or suitable return to work program.
- viii. Meet with supervisor/designate to discuss excessive absence in accordance with the applied standard.
- ix. Work to resolve inconsistent, irregular and/or long-term absence with a variety of progressive interventions.

b. Supervisor

The supervisor will:

- i. Communicate to all employees on an annual basis, the expectations of this application.
- ii. Commit to assisting/providing guidance to the employee to meet expectations. (*Develop an improvement plan – culpable absence; non-culpable*)

- iii. Ensure reporting is accurate and appropriate forms are used.
 - iv. Follow up on expectations at reasonable intervals.
 - v. Inform other staff members who may be affected by employee absence, while adhering to provisions of privacy legislation.
 - vi. Advise Superintendent of Human Resources if absences continue to occur.
- c. Superintendent of Human Resource Services
The Superintendent will:
- i. Ensure confidentiality.
 - ii. Coach and counsel respective supervisors/superintendents and staff on the provisions of the policy.
 - iii. Work with supervisors/superintendents, staff and local associations, to help identify the source of attendance issues, determine available resources/options, facilitate return to work and advise of legal obligations.
 - iv. Communicate the applied standard as required.
 - v. Maintain and monitor attendance records and confidentiality.
 - vi. Provide attendance reports as required to various departments/supervisors.
- d. Senior Administrators
Senior Administrators in general will:
- i. Communicate the expectations of this application on an annual basis, with direct reports.
 - ii. Ensure the application is implemented in a consistent fashion.
 - iii. Assist in discussions and plan development with employees.
 - iv. Consult with the Superintendent of Human Resource Services on employee matters.
 - v. Be part of a disciplinary process, where policy deems this route appropriate.
- e. Director
The Director will:
- i. Communicate the expectations of this application on an annual basis, with direct reports.
 - ii. Ensure consistent application of Board policy throughout the school division.
- f. Federation
This representative group will:
- i. Inform membership of this administrative application.

- ii. Ensure the upholding of *The Provincial Collective Bargaining Agreement* and the *Local Collective Bargaining Agreement*.
- iii. Provide appropriate representation when requested by the employee.

4. Reporting and Recording

a. Requirements to Report and Record

- i. Employees are required to report all absences.
- ii. Employees are required to report absence due to personal illness or injury and to provide specific information on anticipated return to work as specified in the agreement for their employee group and as specified in administrative applications or by the Superintendent of Human Resource Services.
- iii. Employees are required to provide appropriate medical documentation as requested.
- iv. The school division will maintain records and reports to track/monitor absences and provide information to the various stakeholders as governed by appropriate privacy legislation.

b. Sick Leave taken in excess of established agreements and/or as outlined in Insurance Policies, STF - ICP (Income Continuance Plan) and/or at the school division's discretion:

- i. Sick leave taken in excess of the applicable employee group average from the previous year is the measurement/standard adopted by the school division at the time of this administrative application. The Superintendent of Human Resource Services or designate may consult with the employee and may request further medical documentation or put a plan in place that may improve the overall health of that employee in order for them to meet the needs of their respective position within the school division.
- ii. The Superintendent of Human Resource Services or designate will advise and assist employees in the application process for their insured benefits and/or government-sponsored benefits.