



# Regina Roman Catholic Separate School Division # 81

<b>Personnel and Employee Relations</b> <b>7561</b> <b>Absence Management</b> <b>– ESP and CUPE</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	August 23, 2017
	<b>References:</b>	Local Collective Bargaining Agreement – CUPE Saskatchewan Regulations of the Human Rights Code Canadian Medical Association Return to Work Policy Educational Support Staff Agreement 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 Saskatchewan Employment Act 2014 Workers Compensation Legislation ER-2 Treatment of Staff and Volunteers
	<b>Status:</b>	Operational

## Preamble

The Board recognizes and values the contribution of its employees and accepts that there are times when absence from work is unavoidable. The Board expects the regular attendance at work and promotes the maintenance of a safe and healthy work environment. The Board 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**  
*Blameable; 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. (Adapted from HR Compliance – June 2006 addition)*
- 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. (Adapted from HR Compliance – June 2006 edition)*



### 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. **Roles and Responsibilities**

The following work groups have roles and responsibilities as indicated:

##### a. CUPE & ESP Members

CUPE and ESP members will:

- i. Fulfil their contract obligations to the school division.
- ii. Be at work on time unless for reasonable and unavoidable causes.
- iii. Notify their supervisor as far in advance as possible (and for CUPE in accordance with their collective agreement) 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 their immediate supervisor, 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 their supervisor to discuss excessive absence in accordance with the applied standard.
- ix. Work to resolve inconsistent, irregular, and/or long-term absence through a variety of progressive interventions.



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b. Supervisor

The supervisor will:

- i. Communicate to supervised staff, the expectations of this application on an annual basis.
- ii. Commit to assisting/providing guidance to the employee to meet expectations. (*Develop an improvement plan – culpable absence; non-culpable – refer to Administrative Applications 7570, 7571 or 7572*)
- 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 the appropriate senior administrator if absences continue to occur.

c. Manager of Human Resources (ESP) or Superintendent of Facilities (CUPE)

Respective superintendents will:

- i. Ensure confidentiality.
- ii. Coach and counsel supervisors/senior administrators and staff on the provisions of the policy.
- iii. Work with supervisors/senior administration, staff and local associations, to help identify the source of attendance issues, determine available resources/options, facilitate return to work and advise legal obligations.
- iv. Communicate the standard as required.
- v. Maintain and monitor attendances records with confidentiality.
- vi. Provide attendance reports as required to various departments/supervisors.

d. Designated Senior Administrator

Designated senior administrator 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 supervisors in discussions and plan development with employees.
- iv. Consult with the Superintendent of Human Resource Services on employee matters as required.



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e. Director

The Director will:

- i. Communicate the expectations of this application on an annual basis, with direct reports.
- ii. Ensure Board policy is followed consistently throughout the school division.

f. Union/Association

These representative groups will:

- i. Inform membership of related policies and administrative applications.
- ii. Ensure the upholding of Collective Agreement/Conditions of Employment, in processes related to this policy and administrative application.
- iii. Provide appropriate representation where requested by the employee.