Administrative Procedure 427

Leave and Absence Management

Belief

The Division is committed to ensuring that students have access to quality, uninterrupted instruction and support; this is accomplished in part, by managing staff leaves and absences. There is also a recognition that staff need to attend to their personal health needs and this is addressed with rights and responsibilities provided in the ATA Collective Agreement and Support Staff Terms of Employment. To ensure an equitable balance of a student’s right to a quality education and a staff member’s right to attend to personal and health needs available, the Division is committed to monitoring and managing leaves and absences. The intent of this Administrative Procedure is to provide staff with the support they require to be successful at work and to assist staff returning to work following an illness or medical leave.

Guidelines

1. Absence and leave management is the delegated to the Associate Superintendent: Personnel. Managing innocent absenteeism is the legal framework for this procedure as arbitrators have recognized the legitimate interest of employers in fostering good attendance. The Associate Superintendent: Personnel will use the procedures outlined below to monitor and manage leaves and absences. It is the responsibility of the employee to enter their absence(s) electronically into the SRB system as soon as possible.

2. Staff will not be asked to provide any medical diagnosis but will be asked to advise what support, modification or accommodation is required to assist that staff member upon his or her return to work.

Procedures

3. Absent from Duties for Medical or Dental Treatment (One Day): Employees who are absent from duties to obtain necessary medical or dental treatment shall submit an electronic declaration in SRB indicating the reasons for the absence. The individual may be asked the amount of time required for the treatment.

4. Absent from Duties Due to Accident, Disability or Illness (One Day): Employees who are absent from duties due to an accident, disability, or illness shall submit an electronic declaration in SRB indicating the reasons for the absence.
5. **Absent from Duties for Medical or Dental Treatment (More than 3 Days):** Employees who are absent from duties to obtain necessary medical or dental treatment for more than 3 days shall be required to submit a Medical Certificate within 7 calendars days of the commencement of the absence. Medical Certificates are scanned and filed electronically.

6. **Absent from Duties Due to Accident, Disability or Illness (More than 3 Days):** Employees who are absent from duties due to an accident, disability, or illness for more than 3 days shall be required to submit a Medical Certificate within 7 calendars days of the commencement of the absence. Medical Certificates are scanned and filed electronically.

7. **Additional Medical Information (after 10 continuous days of illness):** Employees who miss 10 consecutive days of work may be required to provide additional medical information to Human Resources. Human Resources will provide the medical certificate to the employee and require the employee’s doctor to explain the reason for absence and confirming that the employee is absent from duties for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness or disability and therefore require a medical leave.

8. **Awareness of Frequent Illness Notification:** Site Supervisors will receive a report that describes all staff that are ill and absent from work for a combination of medical, dental, accident, disability or illness. The attendance reports will be reviewed by the Human Resources to determine which employees have not been already contact. Site supervisors will be asked to meet with these employees.

   8.1 **Ten (10 days) or More:** After 10 days the individual will meet with the principal or supervisor. If the individual is the principal, supervisor or a Central office staff member the meeting shall occur with the Superintendent or designate. Documentation may occur only in extenuating circumstances.

   8.2 **Twenty (20) days or More:** After 20 days a meeting with Associate Superintendent: Personnel will be held and consideration for a formal of Absence Management Plan will occur. Documentation may occur.

9. **Possible Questions for Meeting and Topics for Absence Management Plan:**

   9.1 Identification of barriers to attendance & possible questions for the meeting (first, second or third letter) might include:
   
   9.1.1 Thank the employee for attending the meeting. Employee health needs are important along with ensuring that students have access to quality, uninterrupted instruction.
   
   9.1.2 Are there any circumstances related to your absences that your employer needs to be aware of?
   
   9.1.3 Are there factors in the work environment that are causing you to miss work?
9.1.4 Do the requirements for your job match your capabilities, resources, or needs?

9.2 What is the employee’s plan to improve?

9.3 Identification of barriers to attendance and possible topics for the Management Plan (first, second or third letter):

9.3.1 Thank the employee for attending the meeting. Employee health needs are important along with ensuring that students have access to quality, uninterrupted instruction.

9.3.2 Are there any circumstances related to your absences that your employer needs to be aware of?

9.3.3 Are there factors in the work environment that are causing your absences? Do the requirements for your job match your capabilities, resources, or needs?

9.3.4 Is greater flexibility an option?

9.3.5 The employee needs to develop a written plan to improve. This should be in conjunction with the Associate Superintendent: Personnel.

Reference: Alberta Teachers’ Association Collective Agreement
WRPS Support Staff Terms of Employment.