

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> E-09
<b>POLICY:</b> Employee Attendance			
<b>DATE:</b> JUNE/93	<b>REV. DATE:</b> MAR29/12	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

### **POLICY STATEMENT:**

The County of Renfrew is dedicated to corporate competencies of Honesty & Integrity, Professionalism, Client Service Orientation and Focus on Results. These competencies complement the annual corporate business plan. Employees are the primary contributors, therefore their regular attendance at work is essential to meet and maintain high service standards.

The County of Renfrew contracts with employees to perform the services and in exchange for agreed upon wages and benefits, employees must maintain an attendance record satisfactory to the County.

The County of Renfrew also recognizes that there are times when employees will not be able to attend work due to illness or injury. The County of Renfrew endeavours to assist employees in improving their attendance through a variety of positive, preventative and pro-active interventions, including Early and Safe Return to Work Programs and an Employee Assistance Program.

The Employee Attendance Policy is focused on addressing innocent absenteeism and does not address inexcusable or culpable absenteeism, which is dealt with through progressive discipline.

### **PROCEDURE:**

1. Absence due to illness or injury is reported to the supervisor or designate. It may be the responsibility of the employee to indicate the nature of the illness or injury, whether or not medical attention is being sought, probable duration if known, and whether or not a chronic condition is involved.
2. An employee's access to programs that allow the continuation of salary and benefits may be conditional upon providing necessary information as requested by the employer. False access to a salary and benefit continuation program is a serious offence and will result in discipline and potential termination.
3. During any period of disability an employee must be accessible for medical review and consistent with the medical review, for modified work if available.
4. Special provisions and/or interventions may be considered for some absences. Excessive absenteeism will be viewed as unacceptable and will require further action when:

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- (a) the employee's past attendance record indicates poor/unacceptable attendance over a period of time
  - (b) there is little likelihood of regular future attendance
5. Where culpability absence is found, progressive disciplinary action may be taken. Absences due to failure to report absences, absences without authorization and/or due to repeated tardiness, patterned absences, and fraudulent use of sick/medical leave, failure to provide medical certificates/physician reports satisfactory to the employer, etc. are considered inexcusable or culpable.
  6. When an employee is absent beyond five consecutive days, the Employee Health Coordinator will be notified by the **Manager or Supervisor**.