



## HUMAN RESOURCES

# Attendance Management Policy H209

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### POLICY

Southeast College is committed to providing a workplace that supports the full participation of all employees. Punctuality and regular attendance are required to ensure optimal productivity and to maintain stakeholder confidence in Southeast College.

### PURPOSE

The purpose of the Attendance Management Policy is to support employees in regularly attending the workplace, through the use of a program that works to decrease incidences of non-culpable absenteeism and makes every reasonable effort to provide accommodation, assistance and rehabilitation for Southeast College employees.

### SCOPE

All full-time and part-time employees of the Southeast College (except those whose absences are caused by illness or injury which falls under the definition of disability as outlined in the Human Rights Code).

### DEFINITIONS

**Culpable Absenteeism** – is absence from work due to factors within the employee's control, including but not limited to; failure to notify, absences without approved leave, chronic punctuality infractions, and abuse of leave. Culpable absenteeism may be grounds for discipline up to and including termination of employment.

**Non-Culpable Absenteeism** – is absence from work due to illness or non-occupational injury, including absences that may be the results of disability other than a compensable illness or injury, physical or mental illness or injury, unpaid leaves to which employees are entitled and other leaves and absences to which employees may have access.

**Attendance and Punctuality Incidences** – Attendance incidences are attendance and punctuality events that can result in the administration of progressive discipline. Failure to comply in the progressive discipline can result in a finding of culpable absence with consequences up to and including termination.

### CRITERIA

1. All Southeast College employees are obligated to regularly perform the activities for which they were hired. It is the policy of Southeast College to manage employees' absenteeism fairly and consistently.
2. Managers and supervisors are responsible for keeping a record of their employee's absence and punctuality in terms of types of attendance concerns, whether innocent, culpable or approved, as well as the number of incidences and any identifiable patterns of occurrence.
3. Employees whose absenteeism or punctuality concerns are in excess of the standard identified by Southeast College, or whose absences have an identifiable pattern, will be placed in the Attendance Management Program, with the goal of addressing and minimizing the incidences of absenteeism or non-punctual attendance.
4. Employees whose absenteeism is determined to be culpable may be subject to discipline, up to and including the termination of employment.

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## **REFERENCE**

Attendance Management Procedure H209.1

<b>Effective Date:</b>	March 7, 2024
<b>Date last reviewed:</b>	N/A
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<b>Approved by:</b>	Executive Management