



Policy Name: Attendance	Policy No: S600-20
Committee approval date:	-
Council approval date:	-
Revision date(s):	September 3, 2013
Department/Division:	People Services

1. Purpose

- 1.1. To maintain effective operations through reduced absenteeism and establish a safe and productive work environment for all employees.

2. Policy Statement

- 2.1. Every employee of the Town of Pelham (“the Town”) has an obligation to perform with regularity the functions for which they were hired. It is the policy of the Town to manage employee absenteeism in a fair and consistent manner with the objectives of maximizing service delivery to the public and minimizing absences from work by making every reasonable effort to provide accommodation, assistance and rehabilitation.
- 2.2. To make this program effective, the Town is committed to promoting a healthy workplace and providing guidance and training to management who are responsible for dealing with attendance issues.

3. Definitions

- 3.1. In this policy:

“**Absenteeism**” means a habitual pattern of absence from work without good reason.

“**Eligible Employees**” refers to all full-time non-union employees. Unionized employees annual sick leave entitlement is governed by the applicable provisions of the collective agreement. Part-time, casual and seasonal employees follow entitlements outlined under the *Employment Standards Act*.

“**Family**” means any family member for which the Eligible Employee is the primary caregiver.



“Sick Leave” includes personal and/or family illness, injury or medical appointment time in circumstances for which compensation is not payable by the Workplace Safety and Insurance Board. It is not intended for elective procedures or personal business.

4. General Provisions

4.1. Eligible Employees shall be entitled to twelve (12) days of Sick Leave with standard pay in each calendar year. A day represents seven (7), eight (8), or ten (10) hours, dependent on the normal work week. Eligible Employees who are hired part way through the calendar year will be entitled to a pro-rated amount of Sick Leave.

4.2. Unused Sick Leave cannot be accumulated beyond the current year and will not be paid out under any circumstance.

4.3. If an employee must be absent from work due to illness, injury or other emergency, they must notify their Supervisor as soon as possible. This may be done via phone, email or in person.

4.4. Planned absences from work are to be requested as far in advance as possible. Wherever possible, medical visits are to be made during non-work hours. When this is not possible, employees must try to schedule these appointments near the beginning or end of their shift.

4.5. Any absences due to a medical condition lasting longer than five (5) consecutive days will be referred to the Town’s Short-Term Disability Program. Please see Policy S600-27 for more information.

4.6. Medical documentation may be requested by the Town at any time for all employees out of work in excess of five (5) consecutive days and prior to returning to work.

4.7. The Town may request an independent medical assessment or functional abilities evaluation under certain circumstances in accordance with the Transitional Return to Work Policy S101-12.



4.8. Absences from work will be monitored. Repeated, unexplained or unexcused absences will lead to disciplinary action up to and including termination of employment.

4.9. Where an employee is absent from work for **ten (10)** or more consecutive working days, and where the absenteeism is unauthorized, the employee will be considered to have abandoned their position and it will be recorded as voluntary resignation.

5. Attachments

Short-Term Disability Policy S600-27

Transitional Return to Work Policy S101-12