

Attendance Control

Reviewed Date		Number	<i>HR01017</i>
Revised Date	<i>February 9, 2000</i>	Approved Date	<i>December 19, 1990</i>

Introduction

N/A

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

Each Director and Manager is responsible for the proper and efficient use of employees assigned to him/her. He/she is accountable for prudent management of the investment and expense these employees represent. (Refer also to Attendance Management Policy)

Procedures

When employees are absent, their share of the work must be performed by others. In most instances, absent employees are paid for time not worked. Lost time must be controlled.

Therefore, the Director or Manager must:

1. Know thoroughly the content of the Health Unit's attendance and sick leave policies.
2. Make certain that all employees reporting to him/her are aware of their obligations under these policies.
3. Monitor attendance of employees under his/her supervision.
4. Speak to an employee upon his/her return to work after an unapproved absence; make appropriate notes for the employee's file of all discussions with him/her concerning his/her attendance.
5. Review the attendance record of employees reporting to him/her.
6. Commend the employee whose attendance is good, encouraging him/her to maintain his/her good record.

7. Counsel as required and warn the employee whose attendance is unsatisfactory in accordance with the attendance management policy.
8. Initiate dismissal procedures for an employee whose attendance continues to be unsatisfactory in accordance with the attendance management policy.

Related Policies

HR0106 - Attendance Management

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy Number Change – previous number B3.120