



Attendance and Reporting

Background

These guidelines confirm the importance of employees attending work as scheduled and the requirement that they advise their supervisor as soon as possible when they are unable to report to work.

Guidelines

Employees are expected to report to work on a regular basis and be ready to commence their duties at their scheduled start time. The Superintendent, in consultation with the Associate Superintendent and the employee's immediate supervisor, as applicable, shall establish the employee's daily working hours.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	<p>An employee who is unable to report for work, or who will be late for work for any reason must, as soon as possible, phone their immediate supervisor to advise that they will be absent or late, the reason for the absence or lateness, and to advise when they expect to be back at or report to work.</p> <p>In the event of an absence, an employee must provide:</p> <ol style="list-style-type: none"> a. When the sick leave is for a period of three (3) days or less, an email or text as to their supervisor detailing the reason for the absence (illness or disability). b. When the sick leave is for a period in excess of three (3) consecutive working days, a certificate signed by a qualified medical doctor, or if a physician is not available a qualified nurse practitioner, confirming that the absence was necessitated by illness or disability, unless such requirement is overridden by provincial law or regulation. c. According to First Nation customs, an employee may seek the help of an Elder for medical reasons. Supervisors shall respect this custom. <p>Entering their absences in Atrieve.</p>	Employees

2.	Providing clarification to employees on the Attendance and Reporting Guidelines. Ensuring employee compliance with reporting requirements. Confirming that employee absences are entered in Atrieve and/or acknowledging/approving employee absences in Atrieve.	Supervisors
3.	Providing clarification to supervisors on the Attendance and Reporting Guidelines.	Associate Superintendent
4.	Supporting employees and supervisors in the interpretation of the Attendance and Reporting Guidelines.	Human Resources
5.	Supporting supervisors in the interpretation and enforcement of the Attendance and Reporting Guidelines.	Superintendent

References:

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April 1 annually.