POLICY:		POLICY NUMBER:
Attendance Management - Staff		**HR-1-7**
		PREVIOUS/REPLACES: **Attendance Management - Staff**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **May 4, 2021**	PRIOR VERSIONS: **September 15, 2020**

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) has an expectation that all staff will attend work on a consistent and regular basis. MITT is committed to managing employee absenteeism in a fair and consistent manner with the following objectives:

- To maintain excellent customer service through staffing efficiency in a safe and reasonable manner,
- To assist employees in minimizing absences from work by making every reasonable effort to provide accommodation and assistance,
- To ensure business continuity.

MITT is committed to promoting a healthy workplace. Attendance management ensures MITT operational requirements are met, while still considering employee's individual circumstances.

MITT will provide guidance to management staff that are responsible for dealing with attendance issues.

2. Scope:

This policy applies to all MITT staff with the exception of probationary staff.

3. Definitions:

Culpable: Absence from work due to factors within the employee's control. For example, arriving late without an excuse, failing to notify a manager of an absence, or leaving early without notifying their manager. Culpable absenteeism may be grounds for progressive disciplinary action, up to and including termination of employment.

Non-Culpable/Innocent: Is an absence due to factors where the employee has little or no control. For example, physical or mental health concerns, medical appointments, family responsibilities for which accommodation is required under the Manitoba Human Rights Code, or sick leave where proper notification has been provided.

Approved Absences: Absences from work which an employee is entitled by law, in accordance with MITT Policy, or in accordance with the terms of the Collective Agreement, which may be granted subject to management approval. Some examples include but are not limited to, absences such as unpaid leave of absence, vacation, bereavement leave, jury/witness duty, maternity/parental leave, etc.

Patterned Absenteeism: Refers to absences such as but not limited to those that re- occur on a particular day of the week, or adjacent to a weekend, holiday or vacation, repeatedly occurring during a period of critical workloads, etc. which may indicate an attendance issue.

Please consult with Human Resources to assist in determining what is considered to be an approved absence.

4. Procedure:

4.1 – General Attendance Procedure

It is the responsibility of all managers to ensure that employees are provided with clear expectations around attendance at work and that there is consistent application of the Attendance Management policy. In conducting an attendance review, the manager should first determine whether the absences are defined as Culpable or Non-Culpable (Innocent), or Approved. Please consult with Human Resources for assistance.

When an employee does not report their absence or is showing signs of a pattern of absences, the manager will meet with the employee to determine the reasons. The following provides guidance to the manager and employee when absenteeism becomes a concern:

- It is important to meet with an employee in a timely manner to ensure an understanding of expectations around attendance at work and to address concerns surrounding attendance.
- When meeting with the employee, ensure that the process for reporting absences are clear to the employee.
- During the meeting, inquire on the problem that is preventing the employee from attending work on a regular basis, brainstorm solutions, if an accommodation is needed, consult with Human Resources to assist, create an agreement with the employee if accommodation isn't required.
- Provide expectations for improvement.
- Document the conversation with the employee and send a follow up email to the employee, noting the agreement and ask for acknowledgement from the employee that they have read and understand their requirements.
- If the agreement between the manager and employee is not followed and the employee is still showing excessive absences, consult with Human Resources. A meeting may be arranged between the manager, employee and Human Resources to inquire further on any potential problems the employee is experiencing.

- If no known issues are discussed at this meeting, the employee will be made aware that continued behavior can lead to progressive disciplinary action, up to and including termination.
- If the employee has shown improvement in their attendance, it is important for the manager to acknowledge the improvement.
- It is important to note that what works for one employee may not work for another employee so principals of this policy may be applied but may have varying outcomes and/or results.

4.2 - Attendance Procedure While Working Off-Site (telecommuting)

In certain circumstances employees may be permitted to work off-site. MITT has the same expectations that staff work on a consistent and regular basis regardless of where the staff person is working.

Any absence is to be reported by the employee to their manager the same day that it occurs. All regular procedures for reporting absences are to be followed.

4.3 - Privacy and Confidentiality

Any medical information disclosed by an employee will be kept confidential. All privacy legislation and MITT's policy on Privacy and Access to Information shall be strictly adhered to.

5. Administration:

The Director, Human Resources and Organizational Development and the immediate manager of the employee are responsible for enforcement of this policy.

6. Review:

This policy will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked regardless of the five-year review.

7. Reference:

Code of Conduct and Staff Ethics
Hybrid/Remote Work
Leave of Absence for Personal Reasons - Unpaid
MITT Expectations of Staff
Privacy and Access to Information
Progressive Discipline

Respectful Workplace, Harassment and Non-Discrimination
Sick Leave Absences and Medical Certificates
Workplace Safety, Health and Wellness