

Absence reporting

Human Resources Procedure

HR_PRO Absence Reporting

Purpose	To standardize the procedure for reporting an absence.
Objectives	To provide alignment between absence reporting and attendance management processes and new legislation
Scope	All employees
Roles and Responsibilities	It is the employee's responsibility to report all absences (regular or overtime), late arrivals and early quits as detailed below
Procedure	See details below.

This procedure shall be in addition to and does not replace established time recording methods.

- 1) When reporting an absence, the employee must notify the immediate Supervisor of:
 - a) their name, employee number, job title and department.
 - b) date of absence and expected date of return.
 - c) the reason for missing work (i.e., the nature of the absence) as well as what the employee plans on doing to remove the cause of absence. e.g.: seeing a Physician, taking medication, etc.
 - d) if accommodations or modified duties will be needed upon their return to work
 - e) any other information that supports the absence
 - f) a telephone number where the employee can be reached.

It is important to gather as much information as possible relating to the absence.

- 2) Failure to call in without a proven reasonable excuse will deem the employee absent without leave (AWOL) and will be grounds for corrective action. Absence from work for more than three (3) consecutive working days without permission will result in an employee losing their seniority and their name shall be removed from all seniority lists.

a) Absence

- i) The absence from a scheduled shift (regular or overtime) by an employee shall be reported prior to the start of the shift by contacting the immediate Supervisor.

In the event that an employee is unable to contact their immediate Supervisor, they will be required to reach out to their Senior Supervisor (if applicable) or General Supervisor.

- ii) Verbal communication, between the employee and their Supervisor is required.

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- iii) If the immediate Supervisor has been informed of an actual date of return to work, it is not necessary for the employee to call in every day. However, if there is any change in that date, or in the employee's condition, the immediate Supervisor must be informed promptly. Failure to do so may cause unnecessary overtime, labour shortages or other disruptions to the work force. Employees who do not comply with this requirement may be subject to appropriate corrective action.
- iv) The Supervisor will be responsible for documenting the date, time and reason for the absence in "Time and Attendance" (TA).
- v) Calling into Security to report an absence will no longer be an option. This is to encourage a direct relationship between the Supervisor and the employee.

b) Reporting Late

- i) Employees reporting late for any scheduled shift (regular or overtime) must report to the immediate Supervisor before assuming work duties. Failure by an employee to report to the immediate Supervisor on arriving late is a corrective action offense.

The employee may be sent home without pay if they have been replaced.

- ii) The Supervisor of any employee reporting late for any scheduled shift (regular or overtime) shall document, in Time and Attendance, the time and reason for such employee reporting late for work.

c) Early Quits

- i) Any employee leaving work before expiration of any scheduled shift (regular or overtime) shall report to the immediate Supervisor before leaving the property.

Failure by an employee to report to the immediate Supervisor prior to leaving early is a corrective action offense.

d) Supervisors

- i) The Supervisor of any employee shall, depending on the reason for the absence, (late for work or leaving work early) consider the mental health and ensure the duty of care of the employee.



For those not using the attached "Absence Report", a blank form can be found on the Info Centre (Documents/Forms/Absence Report)

Related Documents HR-FRM Absence Report

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Ownership and Approval

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Reviewer (name and title): Candace Droder, Superintendent, Support HR	See above	August 2022
Reviewer (name and title): Senior Leadership Team	Reviewed	August 2022
Approver (name and title): Matt Parrilla, General Manager, HVC	 <small>Matt Parrilla (Sep 26, 2022 17:06 PDT)</small>	Sep 26, 2022

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