

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Employee Attendance</h2>	
	<p>Department responsible: Human Resources Effective date: November 19, 2014 Amended: March 3, 2016, April 12, 2018 and May 31, 2023 Approved by: Resolution #EC 2016-069, EC 2018-181 and EC 2023-342</p>	
	<p>References:</p>	<ul style="list-style-type: none"> ▪ Act Respecting Labour Standards (CQLR, c. N-1.1)
	<p><i>Other related policies</i></p>	<ul style="list-style-type: none"> ▪ Vacations and Cultural leaves (HR-09) ▪ Code of Ethics (ADM-13) ▪ School Closing (ADM-08)

Timely and regular attendance is an expectation of performance for all Cree School Board employees and absenteeism and lateness negatively impact the ability to effectively provide services. The purpose of this Policy is to establish the requirements for reporting absences, to provide guidelines for the handling of lateness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient, effective operations throughout the Board. Personal business obligations and commitments should be planned to not conflict with work schedules. This Policy does not replace or supersede existing collective agreements or applicable by-laws provisions and/or management rights where applicable.

1) General Provisions

Application

1.1. This Policy applies to all Cree School Board employees.

Principles

1.2. The employee shall manage his personal affairs in a manner that will enable him to report to work on a regular and dependable fashion. To the extent possible, employees are expected to minimize the absences related to unanticipated absences for valid reasons and resulting from situations beyond his control.

Sufficient notification of an employee's absence is required in order to minimize disruption to work schedules, to ensure that students are not left unsupervised, etc. All employees are expected to notify supervisory personnel as far in advance as practical of expected absences from work.

2) Employees / Responsibilities

2.1. It is the responsibility of each employee to:

Punctuality

a) report for work punctually unless there is a reasonable or unavoidable cause;

Other appointments

b) make every attempt to schedule appointments/commitments outside of working hours;

*Request /
planned
absence*

- c) request a leave of absence in writing and as soon as the planned absence is known and this at least 5 days¹ before the absence. The request can be done by e-mail or by using the form in **Appendix A**;

*Report /
unplanned
absence*

- d) advise his superior in any case of any other absence or lateness as soon as possible; this shall be done by phone unless this is not possible, in which case it may be done by other means that could constitute a proof of the notice². Notifications shall not be done through social media messaging. Except in the most unusual situations, the employee is expected to make the communication personally and provide a projected length of absence.

If the immediate superior is unavailable, the employee is then to report his absence to the immediate superior's designate;

- e) failure to notify the superior and/or to provide a valid reason will automatically result in an unauthorized absence without pay processed in the payroll system; the employee will be subject to disciplinary measures as provided in section 6.1;

*Medical
documentation*

- f) provide appropriate medical documentation³ from a medical doctor for 4 days of consecutive absence due to illness, or as may be required by the immediate supervisor or Human Resources;

Absence forms

- g) complete the required absence form immediately upon his return to work (see **Appendix B**). However, in certain schools or departments, the reporting process for absences may differ and be done electronically in which case the employee does not need to fill out the paper form.

3) Immediate Superior / Responsibilities

3.1. It is the responsibility of the immediate superior to:

Accountability

- a) be accountable for the attendance/absences of employees under his supervision;

*Reporting /
system*

- b) ensure that absences are reported on a daily basis to the Board (system) stating the reason of absence;

Validation

- c) ensure that prior to giving approval for absences, the request is in compliance with collective agreements, terms and conditions of employment, policies, etc.;

Documentation

- d) ensure that medical documentation is made available to the employee, when applicable;

Measures

- e) take appropriate measures to correct attendance deficiencies.

¹ Unless otherwise provided in a collective agreement or by law

² A Text message is acceptable if followed by an e-mail

³ Submitted to the HR Advisor responsible for the disability management

4) Reasons

[Valid reason / without pay](#)

4.1. The following leaves, which are not provided in the working conditions, are considered valid reasons to be absent without pay:

- a) to accompany his spouse who has to leave the community to give birth;
- b) to write the exam required by the ministry of education in order to get their Brevet;
- c) to obtain essential services that are not otherwise available on line and accessible outside working hours, but only if the employee has exhausted any other banks such as overtime and vacations.

[Valid reason / with pay](#)

4.2. The employee may be granted a leave with pay for the following reasons:

- a) attend a court hearing when he is required by subpoena as a witness and is not a defendant or plaintiff;
- b) for elections at the Provincial, Federal and Regional levels (4 consecutive hours to vote while the polling stations are open⁴).

[Non-valid](#)

4.3. Reasons such as accompanying their child to a sports tournament is not considered a valid reason for being absent from work and no leave of absence may be granted for such reasons⁵.

5) Approval

[Level of authority](#)

5.1. The level of authority required for the approval of leave of absence under the present Policy is established in the CSB By-Laws.

6) Final Provisions

[Sanction](#)

6.1. Failure to report absences, use of a leave of absence for a reason different than the reason for which it was approved or fraudulent use of absences such as sick leave, etc. will be grounds for disciplinary action, up to and including dismissal.

7) Application of this Policy

[Previous provisions](#)

7.1. The present Policy replaces any other Policies of the Board pertaining to this subject.

[Official version](#)

7.2. The official version of this Policy is kept by the Secretary-General of the Board.

⁴ Also see the Policy on *School Closing* (ADM-08)

⁵ Although such leave may not be granted under this Policy or under the Leave for family responsibilities, the employee could request a leave for such reason from another bank, if he is eligible (overtime, vacation, etc.)

[Responsibility](#)

7.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Appendix A
Request for leaves of absence
Suggested Form that could be used



Leave of Absence / Request Form

Name of employee: _____

Date of Absence Requested: _____

Nature of Absence Requested:

Family Responsibilities:

Overtime Recuperation:

Personal: (please specify the reason) _____

Others: (please specify the reason) _____

Signature of Employee: _____ Date: _____

Authorization:

Granted:

Denied: Reason: _____

Signature of Superior: _____ Date: _____

Appendix B Absence Report⁶



RAPPORT D'ABSENCE / ABSENCE REPORT

Nom à la naissance / Name at birth: _____ Prénom / Given name: _____ Nom de famille / Surname: _____	Matricule / Employee number: _____ Fonction / Title: _____ Lieu de travail / Place of work: _____
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ABSENCE:

été absent(e) depuis le / jusqu'au inclusivement /
 was absent since: an / year mois / month jour / day until an / year mois / month jour / day inclusively

pour une durée de /
for a duration of:
 journée(s) / day(s) demi-journée / half-day heure(s) / hour(s) minute(s)

Nature de l'absence / Reason for absence:

- | | |
|--|---|
| <input type="checkbox"/> Invalidité - moins de 4 jours /
Disability - less than 4 days
<input type="checkbox"/> Invalidité - 4 jours et plus (certificat médical) /
Disability - 4 days or more (medical certificate)
<input type="checkbox"/> Obligations familiales /
Family obligations
<input type="checkbox"/> Congé de maternité /
Maternity leave
<input type="checkbox"/> Accident de travail /
Work accident
<input type="checkbox"/> Paternité /
Paternity leave
<input type="checkbox"/> Sans solde / without pay <input type="checkbox"/> autorisé / authorized
<input type="checkbox"/> Avec solde / with pay <input type="checkbox"/> non-autorisé / unauthorized
Congés spéciaux (Lien de parenté) / Décès / Mariage /
Special leaves (kinship) Death Marriage | <input type="checkbox"/> Vacances /
Vacation
<input type="checkbox"/> Culturelle /
Cultural
<input type="checkbox"/> Force majeure /
Fortuitous event
<input type="checkbox"/> Activité syndicale /
Union activity
<input type="checkbox"/> Personnelle (employé de soutien seulement)
Personal (support staff only)
<input type="checkbox"/> Autres / Other (précisez / specify)

_____ |
|--|---|

EN FOI DE QUOI, j'ai signé le _____ jour du mois de _____ 20____
 IN WITNESS WHEREOF, I have signed this _____ day of the month of _____ 20____

Signature de l'employé(e) / Employee's signature

APPROUVÉ PAR / APPROVED BY: _____

REMARQUES / COMMENTS: _____ DATE: _____

Autres renseignements pertinents / Other pertinent information: _____

**Remarque importante: Envoyez le rapport d'absence par courriel à payroll@cscree.qc.ca après approbation et signature de votre supérieur.
 Important Notice: Send the absence report by email to payroll@cscree.qc.ca after it has been approved and signed by your supervisor.**

Print Form

⁶ This form may be updated and therefore may differ from the one in use