

 <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 and April 12, 2018 Approved by: Resolution #EC 2016-069 and 2018-181</p>	
	<p>References:</p>	<ul style="list-style-type: none"> ▪ Council Policy Manual: EL, EL-2, EL 10
	<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.

[Definitions](#)

1.3. In this Policy, the following word or expression means:

- a) **minor child:** the child of the employee, of an employee's spouse or both, or a child living with the employee for whom adoption procedures have been undertaken, who depends on the employee for his financial support and who is under 18 years of age;

- b) **unauthorized absence:** failure to report an absence of any duration according to this policy or to leave or be absent from work without proper authorization.

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 as soon as the planned absence is known and this at least 5 days¹ before the absence (see **Appendix A**);

Report / unplanned absence

- d) advise his superior in any case of absence or lateness; failure to do so, an unauthorized absence without pay will be automatically processed in the payroll system. Unexpected absences, which are not known in advance, must be reported to the immediate supervisor within a reasonable period.

If the immediate superior is unavailable, then the employee is to report his absence to the immediate superior's designate. This shall be done by phone or by any other means that could constitute a proof of the notice. Facebook messages, texto, etc. are not acceptable ways of notification. Except in the most unusual situations, the employee is expected to make the call personally and provide a projected length of absence. Failure to notify the superior will automatically result in an unauthorized absence without pay entered in the system until a valid justification is given; the employee will be subject to disciplinary measures as provided in section 6.1;

Reason

- e) provide his immediate superior with the reason for the absence; failure to do so, an unauthorized absence without pay will be automatically entered in the system until a valid justification is given; the employee will be subject to disciplinary measures as provided in section 6.1;

Medical documentation

- f) provide appropriate medical documentation from a medical doctor for 4 days of consecutive absence due to illness, or as may be required by the Board²;

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.

¹ Unless otherwise provided in a collective agreement or by-law

² Submitted to the Board Disability Management Provider

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.

4) Reasons

- Valid / without pay 4.1. The following leaves, which are not provided in the collective agreements, 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.
- Valid / 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 open³).
- 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 reasons⁴.

5) Approval

- Level of authority 5.1. The level of authority required for the approval of leave of absence under the present Policy are established in the CSB General By-law.

³ Also see the Policy on *School Closing* (ADM-08)

⁴ 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.)

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, while respecting the Council Policy Manual/Ends where applicable.

[Official version](#)

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

[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 to ensure 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

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 Report⁵



RAPPORT D'ABSENCE / ABSENCE REPORT

Nom à la naissance / Name at birth:	<input style="width: 95%;" type="text"/>	Matricule / Employee number:	<input style="width: 95%;" type="text"/>
Prénom / Given name:	<input style="width: 95%;" type="text"/>	Fonction / Title:	<input style="width: 95%;" type="text"/>
Nom de famille / Surname:	<input style="width: 95%;" type="text"/>	Lieu de travail / Place of work:	<input style="width: 95%;" type="text"/>

ABSENCE:

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

pour une durée de /
for a duration of:
journée(s) / days demi-journée / half-day heures(s) / hours 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"/> Responsabilité parentale / Parental responsibility <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 Congé spéciaux (Lien de parenté) / Special leaves (kinship) Décès / Death <input style="width: 150px;" type="text"/> Mariage / Marriage <input style="width: 150px;" type="text"/>	<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) <input style="width: 200px; height: 20px;" type="text"/>
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EN FOI DE QUOI, j'ai signé le ^e 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:

Important Notice: Send the absence report by email @ payroll.cscree.qc.ca after it has been approved and signed by your supervisor.

⁵ This form may be updated and therefore may differ from the one in use