

## *Responsibilities*

### **Employees**

- Understand your obligation to attend work regularly & perform duties for which you were hired.
- Strive to maintain good health and actively participate in a recovery plan when applicable.
- Report work absences and provide medical documentation as needed.
- Keep your supervisor and HR informed about your recovery and issues that may impact your ability to be at work.

### **Supervisors**

- Model positive attendance practices.
- Communicate expectations, to ensure employees understand importance of regular attendance & the consequences of their absence.
- Ensure awareness of the process to report work absences.
- Offer assistance to employees where attendance is becoming an issue, to help the employee achieve improvement.

### **Human Resource Services**

- Guide & act as a resource to all parties.
- Ensure that the ASP continues to be implemented in a consistent, fair, and respectful manner across the District.
- Oversee cases that involve modified work duties and accommodation issues.

## *Our Goals are to...*

***Improve the overall health and wellbeing of our employees***

***Reduce Absenteeism***

***Enhance employee's engagement in the workplace***

***Treat our employees in a consistent and fair manner***



***Our Plan***



**Attendance  
Support Program**

## Program Overview

The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment and a healthy and productive workforce is vital to successful learning outcomes for our students.

The Attendance Support Program assists employees experiencing attendance challenges due to illness, injury, or other personal circumstances, to help them perform their job role to the best of their ability. Our desire is to minimize avoidable absences and work with employees to ensure a healthy and vibrant workplace.

## Types of Absences

### Non-Culpable

These types of absences are often beyond the employee's control, and may be referred to as involuntary or innocent absences.

### Culpable

These types of absences occur when an employee is absent for reasons that are within their control and are deemed unacceptable.

## ASP Process

Employees who have absences above the 95th percentile of their employee group will be identified as a potential candidate for the program.

### STEP 1: CASUAL CHECK IN

Initial conversation between the employee, their union rep, and their supervisor to check in and discuss concerns about absences.

*If attendance is still a concern*



### STEP 2: AWARENESS MEETING

A meeting between the employee, their union rep, and their supervisor to review ongoing attendance concerns and draft an action plan.

*If attendance is still a concern*



### STEP 3: SUPPORT MEETING

A meeting between the employee, their union rep, and their supervisor to discuss ongoing concern about attendance, review & update action plan, and offer added support where needed.

*If attendance is still a concern*



## ASP Process Continued...

### STEP 4: INTERVENTION MEETING

A meeting between the employee, their union rep, and their supervisor to discuss ongoing concern about attendance, review & update action plan, and offer added support where needed. Additional meetings at this step may be required.

*If attendance is still a concern*



### STEP 5: ASP COMPLETION

A meeting to thank the employee for continued and sustained improvement in their attendance or, if there has been no improvement, a referral to Human Resources.

Please note that employee resources (e.g. Homewood Solutions) will be made available to employees at every step in the process.