



<b>ID CODE</b>
<b>POL16-162</b>

**TITLE: Absence Policy and Procedure**

<b>EFFECTIVE DATE</b>	<b>APPROVAL REQUIRED</b>	<b>RESPONSIBILITY FOR FOLLOW-UP</b>
November 7, 2016	Administrator	Human Resources

**ROADMAP**

	<b>DATE</b>	<b>APPROVAL</b>
<b>ADOPTION</b>	November 7, 2016	Ordinance 16-162

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### 1. PERSONNEL CONCERNED

All Commission scolaire du Littoral personnel: support staff, professionals, teachers, administrator and management personnel.

### 2. PURPOSE

With this policy, the Commission scolaire du Littoral seeks to set out the rules to follow in the event that staff members are absent. It is also intended to reduce absenteeism through the establishment of a follow-up procedure for the various parties involved.

### 3. PROCEDURE

In the event of an absence, employees shall follow the appropriate procedure for each of the following reasons:

#### SICKNESS:

- a) If their condition permits it, employees shall contact their immediate supervisor to notify them of their absence.
- b) Upon returning to work, employees shall fill out an [Absence Report](#), which can be found on the website <http://www.csdulittoral.qc.ca/> under Quick links > Forms, and indicate the reason for and duration of the absence.
- c) If, however, an employee does not return to work within three (3) days, the immediate supervisor shall notify the Human Resources Service of the employee's absence.
- d) For absences of more than four (4) days, employees shall have their doctor fill out a [Disability Medical Report](#). This report can be found on the School Board's website <http://www.csdulittoral.qc.ca/> under Quick links > Forms. The immediate supervisor shall see to it that this form is filled out by the employee and sent to the Human Resources Service.

#### WORKPLACE ACCIDENT:

- a) If their condition permits, and before leaving work, employees shall notify their immediate supervisor of the workplace accident and fill out the [Accident or Incident Report](#) form found on the site <http://www.csdulittoral.qc.ca/> under Quick links > Forms. The immediate supervisor shall then fill out the sections reserved for him/her and send it to the Human Resources Service.
- b) Employees shall send the CSST medical report completed by the attending physician directly to the Human Resources Service.
- c) Upon returning to work, employees shall fill out an [Absence Report](#), which can be found on the website <http://www.csdulittoral.qc.ca/> under Quick links > Forms, and indicate the reason for and duration of the absence.

### 4. VACATION / PERSONAL DAYS / BANKED OVERTIME HOURS / TIME OFF FOR UNION BUSINESS/PROFESSIONAL IMPROVEMENT:

- a) Employees must obtain their immediate supervisor's prior approval for any time off.
- b) Employees shall notify their immediate supervisor of their absence within **the timeframes** established in their respective collective agreements/contracts.

- c) Upon returning to work, employees shall fill out an [Absence Report](#), which can be found on the website <http://www.csdulittoral.qc.ca/> under Quick links > Forms, and indicate the reason for and duration of the absence.

**5. OTHER / SPECIAL LEAVE / ACT OF GOD:**

Employees must immediately notify their immediate supervisor of their absence.

- a) Upon returning to work, employees shall fill out an [Absence Report](#), which can be found on the website <http://www.csdulittoral.qc.ca/> under Quick links > Forms, and indicate the reason for and duration of the absence.
- b) If the reason for the absence is special leave or act of God, employees shall provide documents and/or details justifying the absence.

For all of the types of absences listed above, the immediate supervisor shall sign the employee's absence report and ask for all information deemed relevant for the purpose of handling the absence. Furthermore, the immediate supervisor shall advise the employee and the Human Resources Service of any irregularities with respect to an absence.