



AB42

ATTENDANCE MANAGEMENT AND SUPPORT

AB42

Effective Date: 28 October 1997
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POLICY

1. Through the implementation of this policy, Delta Police Department (“Department”) is committed to:
 - a) provide a safe and healthy work environment;
 - b) promote an atmosphere of mutual respect, fairness, honesty and concern;
 - c) provide a rewarding, progressive work environment that promotes employee empowerment, confidence and job fulfillment; and
 - d) cooperatively work with employees to overcome difficulties adversely affecting consistent attendance.

REASON FOR POLICY

2. The purpose of attendance management is to provide an excellent standard of service to the public by facilitating consistent attendance at work by all employees.
3. The attendance expectation of the Department is that employees will attend work regularly and on time, and carry out the duties for which they were hired. If employees have problems which affect their attendance the Department will work with employees to resolve or accommodate the issues. In situations where positive initiatives fail to bring about improvement, the Department may find it necessary to take appropriate action as referred to in Attendance Management Guidelines and Policies **AC40 Restoring Performance Standards** (for police staff employees), **AC41 Complaints against Police Personnel**, **AC42 Internal Discipline Rules** and **AC43 Service Records of Discipline**.



RELATED POLICIES

- AC40 – Restoring Performance Standards
- AC41 – Complaints Against Police Personnel
- AC42 – Internal Discipline Rules
- AC43 – Service Records of Discipline

PROCEDURES

4. The Department expects employees to attend work as scheduled and to carry out the duties for which they were hired. The Department is committed to assisting employees in achieving and maintaining acceptable levels of work attendance by providing, where reasonable, accommodation, assistance and rehabilitation.
5. An employee who is unable to report for work is expected to contact his or her supervisor or authorized delegate prior to the start of shift on the first day of absence, giving the nature of the illness and/or reason for the absence and the anticipated date of return to work. Reporting procedures are covered in more detail in Absence Management Guidelines.
6. Failure to report absence prior to the start of shift may result in a recording of unauthorized absence and loss of pay.

Absence Due to Illness or Injury

7. Any employee who is off work due to illness or injury for more than 2 consecutive working days will be required to provide a medical certificate detailing the following:
 - a) date the illness or injury commenced;
 - b) date(s) that the employee was seen by a doctor;
 - c) dates that the employee is unable to work;
 - d) the general reason or nature of the illness/injury (not diagnosis) that is preventing the employee from working;
 - e) prognosis – the predicted or expected course or outcome of the illness, injury or disability including the chances of recovery;



- f) anticipated return to work date (for continued absences); and
 - g) if the employee could return to work on either a graduated or modified basis.
8. Failure to provide the required medical certificate will result in non-payment of sick leave pay for the days absent and such absence will be treated as absence without leave.
9. Employees expected to be absent from work for an extended period of time should facilitate an early return to work where possible by participating in a Graduated Return to Work or Modified Duty program, arranged through the Inspector, Human Resources and Administration. To support such a program, an Occupational Health assessment may be required from the attending physician or a specialist.
10. It is the responsibility of employees to seek and follow treatment advice from a qualified practitioner in order to return to full duties as quickly as possible.

Supervisor Responsibilities

11. Any person with supervisory or managerial responsibilities, including front-line supervisors, is expected to:
- a) communicate the attendance expectations to their direct reports;
 - b) maintain and monitor attendance records for all employees;
 - c) ensure employees are aware of the consequences of absence;
 - d) maintain regular contact with absent employees;
 - e) promptly deal with attendance issues in line with this policy and the Attendance Management Guidelines, seeking support and assistance from Human Resources where appropriate;
 - f) support and facilitate modified duties or graduated return to work programs; and
 - g) acknowledge and recognize good attendance.

Human Resources Responsibilities



12. Human Resources Section is to:
- a) provide education for supervisors and management in managing employee attendance;
 - b) provide regular attendance reports to Managers and supervisors;
 - c) encourage safe and early return to work by supporting and arranging graduated return to work and modified duty programs; and
 - d) promote awareness of available support services such as Employee Assistance Program.

Sick Leave and Long Term Disability

13. Sick leave and long term disability are granted pursuant to the Collective Agreement and governed by the Attendance Management Program for all employees.
14. The Delta Police Association provides Long Term Disability to police members. CUPE 454 provides Long Term Disability to police staff employees. Exempt employees are provided Long Term Disability under terms of the provided benefit package in accordance with individual employment contracts.
15. The Inspector, Human Resources and Administration will notify the DPA designate when a member is within six weeks of Long Term Disability eligibility.
16. The Staff Sergeant, Human Resources and Administration will notify CUPE 454 designate when a police staff employee is within six weeks of Long Term Disability eligibility.