

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: ATTENDANCE, ABSENTEEISM AND BREAKS**

**Applies to:** All Personnel

Original Approval Date: April 28, 2003

Date Approved: May 27, 2024

Replaces Procedure Dated: January 29, 2024

1. Employees who are sick follow the Sickness and Disability Management policy and procedure.
2. Employees must commence work at their scheduled time and cannot leave their shift prior to it ending without permission from their supervisors.
3. All scheduled absences i.e. medical appointment, vacations, leaves etc. require documented authorization. A ShareVision "Time off Request" form must be completed, submitted and approved.
4. Bargaining unit employees working in Activity Service, Integrated Career Opportunities and Social Ventures notify either their senior support worker or supervisor when they are both leaving and returning from their entitled breaks via text message or email. This includes coffee breaks, meal-time, and smoking.
5. Bargaining unit employees working in the homes or at a satellite location notify either their co-worker or contractor when they are taking their break unless they plan to leave the service site. The supervisor must then be notified.