

PATHWAYS ABILITIES SOCIETY

PROCEDURE: ATTENDANCE, ABSENTEEISM AND BREAKS

Applies to: All Personnel

Original Approval Date: April 28, 2003

Date Approved: March 25, 2025

Replaces Procedure Dated: May 27, 2024

1. Employees who are sick follow the Sickness and Disability Management policy and procedure.
2. When an employee has a scheduled absence (i.e. medical appointment, vacation, leave, etc.), they follow the Vacation and Time Off procedure to submit a "Time Off Request".
3. 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, mealtime, and smoking.
4. Bargaining unit employees working in the homes or at a satellite location notify their co-worker when they are taking their break, unless they plan to leave the service site. The supervisor must then be notified via text message or email.