

PATHWAYS ABILITIES SOCIETY

PROCEDURE: ATTENDANCE, ABSENTEEISM AND BREAKS

Applies to: All Personnel

Original Approval Date: April 28, 2003

Date Approved: July 27, 2022

Replaces Procedure Dated: June 6, 2022

1. Employees who are sick follow the Illness 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 their supervisor when they are taking their entitled breaks including coffee, meal-time, smoking, etc. and complete the Break In and Out form.
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.