

PATHWAYS ABILITIES SOCIETY

POLICY: ATTENDANCE, ABSENTEEISM AND BREAKS

Applies to: All Personnel

Original Approval Date: April 28, 2003

Date Board Approved: January 17, 2022

Replaces Policy Dated: June 4, 2018

Board Member's Signature

PREAMBLE

An employee is considered absent if they are not present for work as scheduled, regardless of cause.

POLICY

Each employee is responsible for attending work as scheduled unless they have a legitimate reason or permission from their immediate supervisor. Legitimate reasons include but are not limited to illnesses and emergencies.

Employees must be punctual and ready to commence work at the start of their scheduled shift and remain on duty until the stipulated end time. Employees who are unable to report to work at their scheduled time must contact the supervisor as far in advance as possible.

Employees are not permitted to conduct personal business during their scheduled shifts. This includes but is not limited to using cellphones, purchasing personal items while shopping and stopping at home when on an outing, etc. Leadership personnel are required to flex their hours to meet the needs of the individuals and organization therefore are granted flexibility in the application of the above.

Employees who do not work as scheduled are subject to discipline up to and including dismissal.

Employees who are incapable of providing regular, consistent attendance may fail to meet the requirements for continued employment.

Employees will not be allowed to apply paid absence provisions to unexcused absences.

Bargaining unit employees are entitled to rest and meal periods as outlined in the most recent collective agreement.

All other personnel are entitled to rest and meal periods as outlined by Employment Standards.

Activity Service, Integrated Career Opportunities and Social Ventures bargaining unit employees must notify their supervisor when they are taking their entitled breaks including coffee, meal-time, smoking, etc.

Bargaining unit employees working in the homes or at a satellite location notify either their co-worker or contractor unless they plan to leave the service site. The supervisor must then be notified.