

**EMPLOYMENT CONDITIONS – ATTENDANCE**

**HR D1**

**INTENT**

To inform employees that they are required to be at work regularly and to be on time.

**POLICY**

It is the responsibility of every staff member to attend work as scheduled. Staff is expected to be punctual and ready to commence work at the start of the scheduled shift and to remain on duty until the stipulated quitting time. Exceptions may be made by the supervisor.

**PROCEDURE**

Staff members who are unable to report to work at the scheduled time must advise their supervisor in advance, if possible. The staff member shall make every reasonable effort to inform the supervisor of the return to duty in advance of that date.

Attendance is considered a criterion of performance and is measured when assessing overall staff performance at work.

Frequent absence or lateness adversely affects team performance as well as the quality of service provided to clients. Therefore staff members who are incapable of providing consistent, punctual attendance may fail to meet the requirements for continued employment. The discipline process may be initiated as per policy HR D4.

<b>EFFECTIVE: December 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>