



Title: Attendance Support Program

Adopted: March 2026

Reviewed: N/A

Revised: N/A

Related Documents: *PPM 171: Attendance Support Program*

BACKGROUND

Grandview School Authority has developed the Attendance Support Program (ASP) with an aim to support employees in achieving regular attendance. Regular attendance is a condition of employment, and the ASP supports this goal. Various support could be offered throughout including but not limited to an Employee & Family Assistance Plan (EFAP), workplace accommodations and support within the workplace.

POLICY

Grandview School Authority is committed to promoting a positive, supportive, and healthy work environment that encourages staff attendance, reduces absenteeism, and ensures that school staff are supported in balancing work and personal responsibilities.

Definitions

Culpable Absence: refers to a failure to be present for work as a result of factors within the control of the employee, including but not limited to: failure to notify, absence without leave, abuse of leave and coming to work late or leaving early without notification or excuse. Culpable absenteeism is grounds for discipline, up to and including termination of employment.

Non-Culpable Absence: refers to when through no fault of their own is absent from the workplace for medical or personal illness reasons.

PROCEDURE

If an attendance concern is identified, the Principal or Human Resources, should first determine whether the absences are defined as “Culpable” or “Non-Culpable.”

The focus of the ASP is non-culpable absences.

Based on historical attendance data the absence threshold has been set at eight (8) days. This threshold will be review bi-annually.

Role and Responsibilities

Employees:

- Attend work as scheduled, be on time, and remain at work for the duration of their normal work day
- Report absences in accordance with prior practices
- Take an active role in their own wellness so as to be able to fulfill the responsibilities of their position
- Attend to personal affairs and obligations (including medical and other appointments) during their own personal time, and not during work hours, where possible.
- If necessary, participate actively in all levels of the Attendance Support Program
- Cooperate and collaborate in setting personal attendance goals
- Contact their bargaining unit representative if the employee wishes them to be involved and
- Provide appropriate and timely documentation, during any level of the process.

Human Resources:

- Track employee attendance, monitor patterns of absences, and identify employees who are frequently absent
- Communicate and collaborate with the Principal in addressing absenteeism trends
- Serve as a resource to both employees and the Principal
- Advise employees of available resources (i.e., Employee Assistance Program) and other leave provisions in accordance with the applicable Collective Agreement, Terms and Conditions, or Contracts.
- Facilitate the preliminary meeting and coaching meetings
- Provide guidance on the development of individualized goals and
- Provide a written summary after each coaching level meeting to the employee, Principal and bargaining unit representative, if applicable.

Principal:

- Promote a positive work environment and provide support
- Communicate attendance expectations to all employees through an annual review of the EASP
- Review absence reports for staff
- In conjunction with Human Resources, identify absenteeism trends or patterns
- In conjunction with Human Resources, apply discretion by considering an employee's personal circumstances and reasons for absence when addressing all absenteeism issues
- Advise employees of available resources
- Participate in all meetings as outline in the EASP and provide input into the development of individualized attendance goals for each employee involved in the process
- Provide positive reinforcement to employees who reach their attendance goals.

PROCESS

Employees will enter the program once they have hit the threshold of eight (8) days of non-culpable absences in any twelve (12) calendar month period. For clarity, absences are based on the previous twelve (12) calendar month period, and do not reset upon commencement of a new school year and are independent of sick day allocation.

The Employee Attendance Support Program includes four (4) distinct components: Check-in meeting, Coaching Level 1, Coaching Level 2 and Coaching Level 3.

1. Check-in meeting

Held to ensure that days are coded correctly, gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, offer support and guidance and, if applicable, set attendance goals for the next 90 days.

Following this meeting a decision based on the specificity of the case, will be made by the Principal as to whether or not the employee is required to enter into the ASP. If the employee is entered into the program a formal letter will be issued notifying the employee and outlining the goals for the next ninety (90) days.

2. Coaching Level 1

Consists of a meeting that includes the employee, Principal and HR to continue to gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, to continue to offer support and guidance, and if necessary, discuss attendance strategies and/or goals for the next ninety (90) calendar days.

3. Coaching Level 2

Consists of a meeting that includes the employee, Principal and HR to continue to gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, to continue to offer support and guidance, and if necessary, discuss attendance strategies and/or goals for the next ninety (90) calendar days.

4. Coaching Level 3

Consists of a meeting that includes the employee, Principal and HR to continue to gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, to continue to offer support and guidance, and if necessary, discuss attendance strategies and/or goals for the next ninety (90) calendar days. The employee will be advised that failure to meet the attendance goals set in Coaching Level 3 may result in the termination of employment.

When attendance goals are not met within any coaching level ninety (90) calendar day review period, the employee proceeds to the next level of the program.

When attendance goals have been met within a coaching level, the employee enters into a review period of up to twelve calendar months in which their absences are monitored by HR.

If during the twelve (12) month review period an employee exceeds the absence threshold, the employee will re-enter the program at the most recent coaching level.

Employees who do not exceed the threshold will exit the program.

MONITORING, EVALUATION AND REVIEW PROCESS

This policy shall be reviewed in accordance with the board's regular policy/procedures review cycle.