

## EMPLOYEE RESPONSIBILITIES FOR ATTENDANCE AT WORK

We ask the following of all employees:

- ✓ Attend work for all scheduled shifts unless unable for legitimate reasons. Each employee has this contractual obligation
- ✓ Improve and maintain personal health and adjust lifestyle, where necessary to enable regular attendance at work
- ✓ Make every reasonable effort to attend to personal affairs and obligations (including medical appointments if necessary), on personal time and not during normal working hours
- ✓ Report all occurrences and/or absence from work in accordance with facility procedures
- ✓ Report work-related injuries and/or illness immediately and directly to your manager, and complete the necessary forms
- ✓ Provide appropriate and sufficient medical documentation, as appropriate
- ✓ Fully participate in early and safe return to work initiatives and work-place accommodations
- ✓ Fully participate in efforts to identify and implement strategies to improve your attendance
- ✓ Maintain regular communication with your manager during absences and provide information on the expected length of absences plus possible return to work date

### Other Resources:

For more information on Attendance or the Attendance Support and Assistance Program (ASAP), please contact your Department Manager or the Human Resources Department.

Employee Assistance Program:

*Counseling Services and available workshops call 786-8880*

Peer Coach Program available at most sites

*Contact Human Resources Department*

Occupational & Environmental Safety & Health Department

*Contact your Occupational Health & Safety Nurse*

# Attendance



## We Count on You!

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All of us have a role to play in "Caring for Health" for the patients, residents and staff in the Winnipeg Regional Health Authority.

You are an important part of the team. Patients, residents and fellow staff members count on you to attend work, on time and to remain at work when scheduled, including returning from breaks on time. Your attendance is important for many reasons including continuity of care, staff morale, even workload allocation and quality of work life.

Managers continue to regularly review attendance records for employees. If an individual employee's attendance record reaches a level of concern, the employee may be asked to participate in the Attendance Support and Assistance Program. This process is non-disciplinary.

## The Attendance Support and Assistance Program (ASAP)

was developed with the goal of assisting employees to achieve regular attendance at work. ASAP involves a consistent approach to monitor, evaluate, discuss, document, report and follow-up on an employee's attendance so that attendance is improved.

## Key Points to Remember

The timelines set out in this Program are guidelines only and can be adjusted as warranted.

Individual circumstances must be taken into account when assessing whether or not to proceed to the next Step. Proceeding to the next step is not automatic.

Where an employee's absence record can be attributed to a medical condition this may constitute a disability under the Manitoba Human Rights Code. As a result, reasonable accommodation may be required.

The employer and union encourage and support employees in achieving and maintaining good attendance.

# *Caring for Health*

## There are several components to ASAP The steps are summarized as follows:

### Step 1: Communicate the Concern - Initial Meeting

This meeting with your manager is non-disciplinary in nature. Your manager needs to discuss your absences and concern that results from such levels of absence. Ideas and efforts should be communicated that will assist in achieving regular attendance. You will be advised as to the details of the Attendance Support and Assistance Program including the availability of confidential medical and counseling support. A follow-up meeting will occur to review whether attendance has improved.

### Step 2: Formal Attention to Attendance

If attendance has not improved during the Step 1 process, you will now proceed to Step 2 in the ASAP process. This meeting with your manager will involve a review of your attendance since the last meeting plus a reminder about the confidential medical and counseling support that is available.

Your manager will continue to discuss with you various strategies that may assist you in achieving and maintaining regular attendance. If your absence is due to a medical condition, you may be asked to provide supporting documentation to identify or outline medical restrictions which can then be used to assist in accommodating you in maintaining your attendance.

A written record of this meeting will be kept in your personnel file.

### Step 3: Notice of Possible Termination

If attendance has not been maintained at Step 1 and 2 then you will proceed to Step 3 in the ASAP process. If there has not been an improvement in your attendance, previously discussed strategies will be reviewed and discussed to determine how they may be supplemented/revised to assist in achieving regular attendance.

You will be notified at this step that, unless a satisfactory improvement in your attendance is achieved and maintained, an assessment will be made regarding the feasibility of your ongoing employment. This assessment will determine if your employment will continue or if it will be terminated due to frustration of contract because of your inability to attend work on a regular basis.

### Step 4: Assessing Ongoing Viability of Employment

Prior to this meeting your manager will meet with Human Resources to determine if further opportunities to improve attendance should be offered or whether it is time to end the employment relationship.