

Why Manage Attendance?

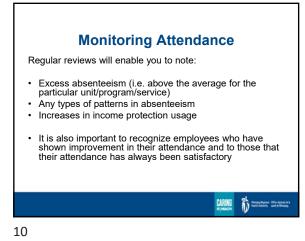
- Promotes higher staff morale
- Fair workload allocation
- Efficiency
- · Quality service
- Causes of absence will go unaddressed
- Improved health, wellness and quality of work life for staff
- · Continuity of care

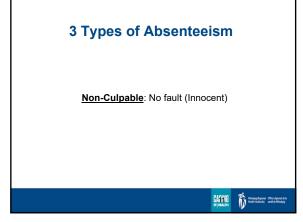
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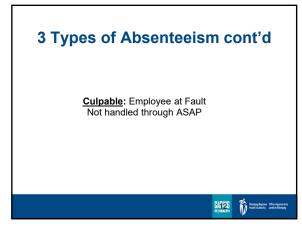
Roles, Rights, and Responsibilities Manage attendance of your staff on a regular basis and communicate expectations

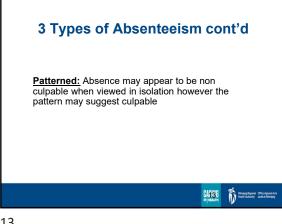
- Maintain regular contact and provide support to an employee who is absent from work
- Ensure the provisions of the Collective Agreement are followed
- Respect legislation related to employment (i.e. Human Rights Code)
- Maintain confidentiality of employee information
- Inform employees about ASAP and address all employee questions and concerns or direct to the appropriate department (i.e. OESH or HR)

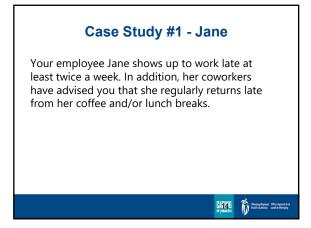
CARING Distances States











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Case Study #2 - Phil

Your employee Phil requested November 17, 18, 19, 20 and 21st off as vacation time. Due to operational requirements you are not able to grant him the 21st off and advise him of such in person and in writing. On November 21st Phil calls in sick for his shift. Phil later discloses to you that he was returning from a pre-booked flight and "forgot" that his last vacation day had been declined.

> CANSC Winnipeg Regional Office registered and the Winnipeg Regis

Case Study #3 - Sara

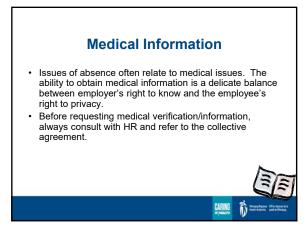
You are meeting with your employee Sara to discuss her recent increase in sick time usage and late arrivals at work. During this meeting she discloses to you that her child's day care has adjusted their hours of operation and their new open time makes it impossible for her to drop her child off and make it to work in time.

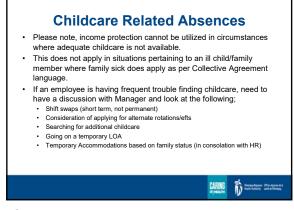
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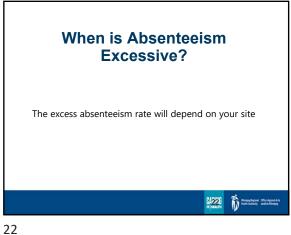
WHAT, WHEN, HOW	
ABSENCE TYPE	TOOL USED
Staff:	Attendance
High Unit Average	Management
Individual: Culpable, Fault	Discipline
Individual: Non Culpable, No Fault, Excessive	ASAP
Individual:	Uncertain Until Determined
Pattern Absence	Whether Fault Or No-Fault



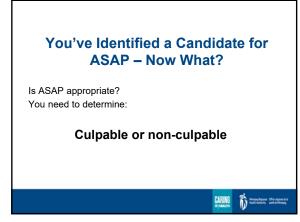




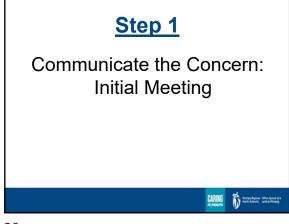


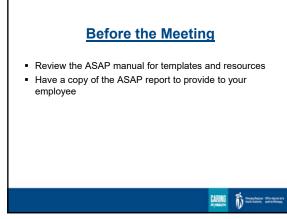


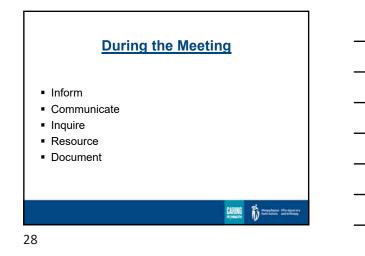


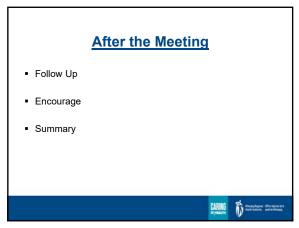


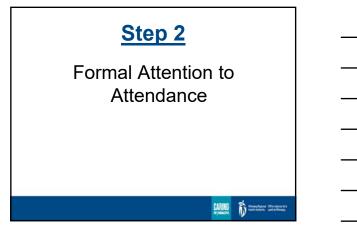


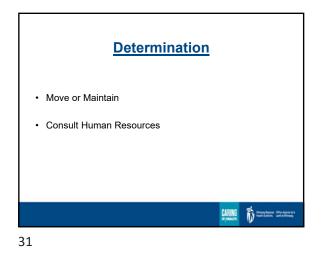


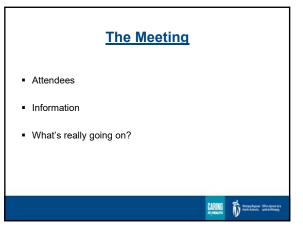


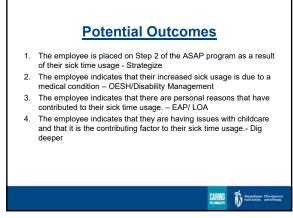


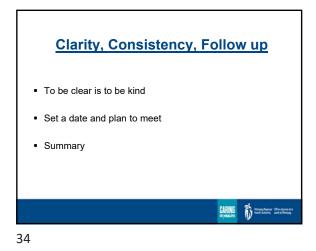


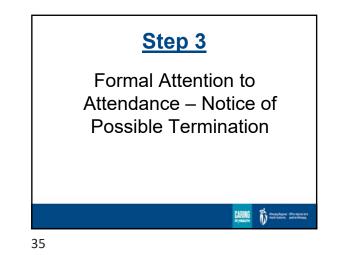


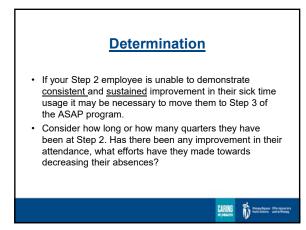


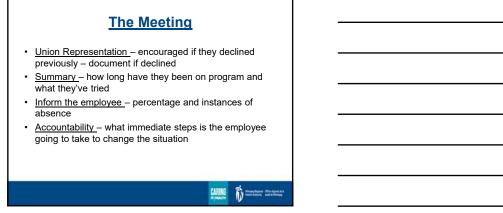


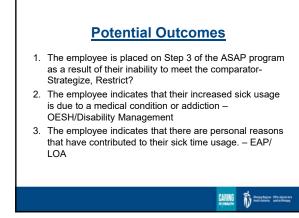


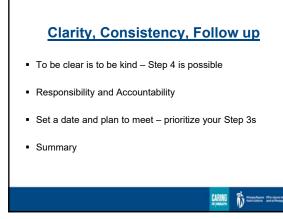




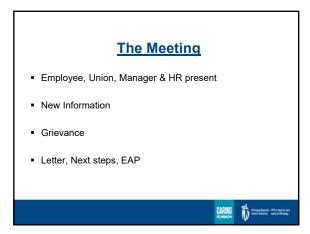


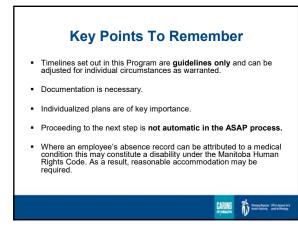


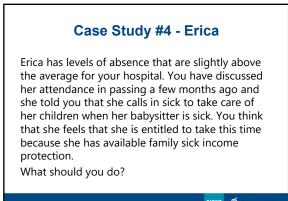












CAUSE Therefore Strategy

