

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p style="text-align: center;">POLICY</p>	<p>WRHA GOVERNED SITES Applicable to programs, departments and services of the WRHA governed and integrated sites</p>		Level: 2A
	Policy Name: Attendance	Policy Number: 20.60.010 (previous # 20.70.010)	Page: 1 of 2
	Approval Signature: <i>Original signed by A. Wilgosh</i>	Section: HUMAN RESOURCES	
	Date: January 2008 (renumbering only May 2016)	Supersedes: October 2005 - Attendance Support and Assistance	

1.0 **PURPOSE:**

Regular Attendance of all employees is essential to meeting our objective of providing excellence in health services.

2.0 **DEFINITIONS:**

- 2.1 Attendance - Being at the worksite, on time, for scheduled hours of work and observing approved break periods.
- 2.2 Attendance Support and Assistance Program (ASAP) – A program developed in consultation between the manager, individual employee, human resources, union (if applicable) and other appropriate parties in a concentrated effort to address concerns relating to absenteeism and to assist employee in his/her efforts to improve attendance.

3.0 **POLICY:**

- 3.1 It is the responsibility of all employees to adhere to their scheduled hours of work, including break times, and to attend on a regular basis.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any WRHA policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it. For the most up to date version of any policy please call 204-926-7000 and ask for the Regional Policy Chair's office.

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It is the responsibility of the supervisor to ensure awareness by employees of expectations regarding Attendance and to work with employees to address Attendance concerns as they arise. When appropriate, it is the supervisor's responsibility to implement and apply the Attendance Support and Assistance Program in consultation with Human Resources.

- 3.2 For employees experiencing Attendance issues, it is the employee's responsibility to fully cooperate in efforts and measures implemented to improve his/her Attendance including, as appropriate, an Attendance Support and Assistance Program.
- 3.3 The Attendance Support and Assistance Program shall not be disciplinary and shall:
- (1) Provide clear expectations regarding Attendance.
 - (2) Provide a supportive, proactive and holistic approach to managing Attendance.
 - (3) Be administered in a fair and consistent manner considering both operational needs and the circumstances of the individual employee.
 - (4) Provide guidelines and procedures for identifying, documenting, and resolving Attendance concerns as well as roles and responsibilities of all of the respective parties.
 - (5) Identify resources available to the employee to assist in overcoming difficulties that may be adversely affecting regular Attendance.

4.0 **PROCEDURE:** N/A

5.0 **REFERENCES:**

Policy Contact: *Luella Lee, WRHA Regional Director, People Programs & Policies, Human Resources*