

HR-14	ATTENDANCE MANAGEMENT		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

This policy defines expectations surrounding attendance and the employer's duty to reasonable accommodation for those employees with medical conditions or disabilities.

2. SCOPE

All employees must abide by this policy. The Chief Librarian is responsible for implementing systems to monitor attendance and for determining the duty of reasonable accommodation in applicable situations.

3. DEFINITIONS

Nil.

4. ATTENDANCE & DUTY TO ACCOMMODATE

- a. The Library regards regular attendance as integral to the employment contract and in support of excellent library service to the public.
- b. Tracking and reporting systems will be implemented as necessary for the effective monitoring of attendance.
- c. The Library acknowledges its duty of reasonable accommodation. Where repeatedly absent employees present medically identified and confirmed diseases, conditions or disabilities, the Library shall work with those employees to enable them to regularly attend work.
- d. Under appropriate circumstances and where operationally feasible, the Library shall provide modified/transitional work assignments as a way to assist employees recuperating from injuries or illness to return to safe and productive employment at the earliest opportunity.
- e. Notwithstanding the employer's duty to accommodate, employees who:
 - i. fail to provide a reasonable level of regular attendance after exhausting the employer's best efforts of assistance, and
 - ii. fail to provide evidence that regular attendance shall be forthcoming in the reasonably foreseeable future,
 - iii. shall be subject to review with respect to their suitability for continued employment.
- f. The Library acknowledges its responsibility to:
 - i. assess employee attendance in a reasonable, fair and non-discriminatory manner;
 - ii. set standards for attendance expectations;
 - iii. support employees' rehabilitation efforts to expeditiously return to full or modified transitional duties;
 - iv. help employees with attendance problems overcome difficulties which adversely affect consistent attendance;
 - v. provide a reasonable opportunity for improvement to occur; and
 - vi. warn habitually absent employees in clear and unequivocal terms that their attendance is inadequate and that a lack of improvement has consequences up to and including dismissal.

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RELATED POLICIES

- HR-13 Performance Reviews
- HR-16 Disciplinary Action, Termination & Resignation