

Passed By Council on:07/23/2001

Purpose

To provide standards for employees who call in sick or check out during the working day.

Policy Statement

1. Any employee not reporting to work on a particular day is required to notify his/her supervisor or designated representative according to the following procedure*:
 - a. An employee is responsible for notifying his or her supervisor or designated representative as soon as possible and at any rate no less than one half hour prior to his/her reporting time.
 - b. Unless the employee is certified to be off by a physician for a predetermined number of days and has already notified his/her supervisor or designated representative of that fact, notification of absence and the use of sick leave must be approved by the employee's supervisor on a daily basis and employees must contact their supervisor no less than one half hour prior to his/her reporting time each day.
 - c. The person receiving such a call must complete a Notification of Absence form and immediately forward it to the Department of Human Resources. Upon return to work, an employee is required to complete a Leave of Absence form, have it appropriately signed and forwarded to the Department of Human Resources.
2. Any employee who checks out at any time during his/her working day for any reason must complete a Leave of Absence form before leaving and arranging to have it appropriately signed and forwarded to the Department of Human Resources.

***NOTE:** This procedure does not apply to CUPE Local 569 employees who have their own procedure.

Application

Responsibilities

Department of Human Resources and Departmental Supervisors.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee Report - July 13, 2001; Regular Meeting of Council - July 23, 2001; Finance and Administration Standing Committee report - September 19, 2002; Regular Meeting of Council - September 23, 2002.

Review Period

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