



Title: ABSENCES – NON-TEACHING PERSONNEL –
POLICY AND PROCEDURES

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: February 1985
AMENDED: June 1995, December 2013

1. General

This policy applies to all non-teaching personnel including management personnel. A separate policy (HR-08) is in effect for faculty.

2. Policy

- 2.1. Employees must report their absences to their supervisor at the earliest opportunity.
- 2.2. Employees must advise their supervisor of any forthcoming absences. Unforeseen absences will be communicated to the supervisor on the first day of absence.
- 2.3. Upon returning to work, employees will report the absence on a *Certificate of Absence Form* and submit the form to their supervisor or, if appropriate, report the absence in the College's HR system according to published procedures.

3. Procedure

3.1. Official Reporting

- a) The Human Resources Department is responsible for structuring absence reporting systems, in consultation with the College's Directors, respecting lines of authority as per the College's organizational chart.
- b) Every manager is responsible for applying this policy with respect to the employees for whom s/he is the supervisor.
- c) Absences are entered on a weekly basis directly into the College HR system according to published procedures. These procedures will outline responsibilities for data entry and for approval, including on-line approval, as appropriate.
- d) The HR Department is responsible for ensuring managers have access to their employees' banks of vacation days, sick days and overtime, as the case may be, on a timely basis. Any questions or discrepancies must be directed to the Manager, Benefits and Recruiting, without delay.

3.2. Absence Due to Illness

A *Disability Medical Report (DMR)*, available from the HR Department, is generally required when absences for illness extend beyond five working days. The College reserves the right to request a DMR at other times, and, in particular, to confirm the

employee is healthy enough to return to work at the end of a period of absence due to illness.

3.3. Absence Due to Religious Observances

Employees who are absent due to religious observances must report their absence to their supervisor. For more information, please refer to the policy "*Absences Due to Religious Observances HR-10*".

3.4. Vacation

Vacation time must be reported in the same manner as any other absence. Extensions of vacation without pay are reported as authorized absences without pay.

3.5. Special Leaves

Absences covered by the special leave provisions of the relevant collective agreement or personnel policy (marriage, death, moving day, personal day, court appearance, etc.) are reported in the same manner as sick or vacation days. The number of days permitted cannot exceed the provisions of the collective agreement or personnel policy.

3.6. Leaves of Absence

Maternity, paternity, parental, personal, and professional development leaves are not reported in the absence system. These leaves require prior notice and authorization and the Human Resources Department will already have been informed of the departure and return dates of the leave in question. Please refer to "*Leaves of Absence – Professionals HR-12*" or "*Leaves of Absence – Support Staff HR-13*" or "*Policy for Management Personnel*", as appropriate.