
Policy Section:	Human Resources
Policy Title:	Attendance and Absence from Work
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15. ATTENDANCE AND ABSENCE FROM WORK

- 15.1** The effective operation of the RCJTC depends to a large extent on a sustained safe and productive effort from all employees. The commitment of each employee to this effort is demonstrated in large part by her/his attendance. As RCJTC works in a team environment, unscheduled absences from work inhibit progress and our ability to successfully meet day-to-day obligations.
- 15.2** The General Manager shall establish responsibilities, authority levels, and supporting procedures for the request of leave by RCJTC staff.
- 15.3** The General Manager shall ensure that all staff are aware of approved leave reporting requirements and shall enforce established policies and procedures.
- 15.4** To maintain high levels of performance, RCJTC is committed to promote and maintain high standards of attendance. An Attendance Management Program shall be implemented that assists in this commitment.
- 15.5** The Attendance Management Program shall identify and address patterns of excessive lateness or absenteeism.
- 15.6** RCJTC recognizes that emergencies, illnesses, and/or pressing personal business may arise and unavoidably affect an employee's ability to attend at work during the usual work hours and expects employees to avail themselves of the sick leave, personal leave, and vacation days that are provided for this purpose.
- 15.7** An employee's absence from work without notification to the supervisor or the General Manager shall be considered a loss of seniority as per 10.09 of the collective agreement. In such circumstances the General Manager may declare the employee's position abandoned.
- 15.8** The Collective Agreement and policy shall provide guidance with respect to the various types of leaves with and without pay.

Related RCJTC Administrative Procedures

AP.05.26 Alternative Work Environments – Pilot

Related RCJTC Forms

F.05.26.1 Alternative Work Environment Agreement – Pilot

F.05.26.2 Alternative Work Environment Safety Checklist for Employees - Pilot