

 BOARD POLICY	Policy Name: Attendance, Scheduling and Reporting Absences	Policy Number: 3.13	
	Approval Signature:	Section: Personnel	Page 1 of 3
	Supersedes:		
	Approved by Board: June 23, 2025	Next Review Date: 2027	
	Policy Contact (Position): Executive Director	Name of Responsible Committee: Executive Committee	

ATTENDANCE, SCHEDULING AND REPORTING ABSENCES POLICY

1. PURPOSE

The purpose of this policy is to ensure that employees of the Northern Association of Community Councils Inc. (NACC). are held accountable for their attendance and understand the importance of proper communication regarding absences. The policy establishes guidelines for notifying supervisors of absences, outlines the consequences for unexcused and excessive excused absences, and aims to promote a productive and reliable workforce.

2. AUTHORITY

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

3. POLICY

(a) General

Employees are required to report to work in accordance with their approved schedules. This includes maintaining regular attendance and arriving to work for their scheduled start time.

(b) Call-In Procedures

- (i) Employees are responsible for notifying their supervisor of absences each day of the absence and advising when they will report back to work. Unexcused absences and excessive excused absences are cause for corrective discipline as per the Corrective Discipline policy.

- (ii) In the event of absence, employees are required to call or email to report the absence to their manager at least two (2) hours before their scheduled start time. If an absence can be scheduled in advance, an employee is required to do so in writing to their manager.
- (iii) Where it is impossible for an employee to report an absence because of hospitalization or for other emergency related reasons, the employee may have a family member or friend report the absence at the first available opportunity.
- (iv) In the event of a late arrival, employees are required to call or email to report their late arrival to their manager as soon as possible.
- (v) If an employee must leave work early, they must notify their manager as soon as possible. If late arrivals or early departures can be scheduled in advance, an employee is required to do so in writing to their supervisor.

(c) Medical Documentation

Employees are required to provide a medical note (at the employee's expense) after missing 3rd consecutive days of work due to illness.

(d) Culpable Absenteeism

An employee may be disciplined up to and including dismissal for culpable absenteeism. Culpable absenteeism refers to absences that are "blameworthy" in the sense that they involve the unjustified withdrawal of services by an employee – for example, failing to show up for work on time or failing to request and/or report an absence in accordance with this policy.

(e) Absences for Appointments

All appointments (e.g. doctor/dentist appointment, etc.) should be scheduled outside of normal working time. Time off for appointments that can only be scheduled during working hours must be approved by the employee's manager.

(f) Breaks

The Employment Standards Code requires that qualified employees take a half (0.5) hour break every five (5) hours. This requirement must be taken into consideration if the employee wishes to make up some or all the time through their lunch period.

(g) Unexcused Absence is a Cause for Termination

NACC has the right to terminate without notice any employee who is absent for one (1) working day without notification.

(h) Guidelines

- (i) An employee is considered absent if not present for work as scheduled, regardless of cause.
- (ii) Employees will not be allowed to apply paid absence benefits to unexcused absences.
- (iii) Special attention will be given to absence patterns such as:
 - Absences on scheduled weekends, Saturday, Sunday, or both;
 - Absence the day before and/or the day after a scheduled holiday or day off (Holiday pay may be withheld in such cases);
 - Absence the day after payday;
 - Calling in sick as rapidly as sick time is accrued, especially if used one day at a time;
 - Coincidence of absence with desirable days off;
 - Any other pattern as noticed by the employees supervisor.

4. MONITORING AND REVIEW

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

5. BOARD ACCEPTANCE

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025