



ARCHDIOCESE OF REGINA

Policy Name:	Absenteeism and Reporting	Number:	S3-1
Policy Type:	Conditions of Employment	Date Approved:	February 2017
References:	<i>The Saskatchewan Employment Act Division 2</i>	Date Revised:	

Policy

Statement:

The Archdiocese of Regina recognizes and values the contribution of its employees and accepts that there are times when absence from work is unavoidable. The Archdiocese of Regina expects regular work attendance by employees. Employees are required and have the responsibility to report any absences to the Archdiocesan office in a timely manner.

Procedure:

a) **Roles and Responsibilities**

The following work groups have roles and responsibilities as indicated:

i.

Employee

The employee will:

1. Fulfil their contract with the Archdiocese.
2. Be at work on time unless there are reasonable and unavoidable causes.
3. Notify the supervisor as far in advance as possible for any absence from work.
4. Provide, as required, appropriate documentation and/or communication to appropriate supervisor/designate, to support the absence and/or fitness to return to work. This may include documentation from a physician.
5. Provide the Archdiocese with sufficient information to allow it to satisfy an obligation it may have to accommodate, arrange for other workplace employment considerations or suitable return to work program.
6. Meet with supervisor/designate to discuss excessive absence.
7. Work to resolve inconsistent, irregular, and/or long-term absence with a variety of progressive interventions.

ii.

Supervisor:

The supervisor will:

1. Communicate to all employees on an annual basis, the expectations of this Policy. (S3-1)
2. Commit to assisting/providing guidance to the employee to meet expectations.

3. Ensure reporting is accurate and appropriate forms are used.
4. Follow up on expectations on yearly intervals.
5. Inform other staff members who may be affected by employee absence, while adhering to provisions of privacy legislation.

b) Reporting and Recording

- i. Requirements to Report and Record
 1. Employees are required to report all absences.
 2. Employees are required to report absence due to personal illness or injury and to provide specific information on anticipated return to work.
 3. Employees are required to provide appropriate medical documentation as requested.
 4. The Archdiocese will maintain records and reports to monitor absences. (Appendix C)
- ii. Sick Leave taken in excess of established agreements and/or as outlined in Insurance Policies may result in consultation with the supervisor and further medical documentation may be requested or a plan put in place that may improve the overall health of the employee in order for them to meet the needs of their respective positions within the Archdiocese.