

Topic:	Attendance Support Program
Effective:	January 2012
Cross-Reference:	Administrative Procedure - Disability Management – Early Intervention, Accommodations and Return to Work; Wellness; Absence Reporting; Attendance Management; Healthy Workplace
Review/Revision Date:	January 2014
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

The Halton District School Board is committed to creating and maintaining a healthy workplace. Three elements of a healthy workplace are: Psychosocial School Board Environment, Individual Lifestyle Practices, and Health, Safety and Prevention. The Board believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to its mission in promoting and enhancing student success. This strategy combines both prevention and intervention to achieve the goals of personal and workplace wellness.

PROCEDURES:

In order to carry out the Halton District School Board's mandate, regular attendance by all employees is essential. The Attendance Support Program is a comprehensive program aimed at positively supporting the health of employees and the organization.

Disability Management, Attendance Management and Wellness Programs will support this Attendance Support Administrative Procedure. The Attendance Support Program is consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act, Employment Standards Act and the Municipal Freedom of Information and Protection of Privacy Act and any other relevant legislation that may be in effect.