Halton District School Board   *Administrative Procedure*

Topic:	**Absence Reporting for Staff**
Effective:	**January 2012**
Cross-Reference:	**Administrative Procedure – Attendance Support Program; Confidentiality of Medical Records; Disability Management – Early Intervention, Accommodations and Return to Work; Attendance Management; Progressive Discipline**
Revision Date:	**February 2018, January 2021, June 2023**
Review Date:	**June 2027**
Responsibility:	**Superintendent of Human Resources**

INTENDED PURPOSE:

Timely and accurate employee absence reporting is important to ensure timely occasional/supply replacements, accurate payroll processing, pension reporting and recording of employee absence balances. This administrative procedure applies to all employees. Employees are responsible for reporting absences in an accurate and timely manner, following all administrative procedures and applicable processes.

PROCEDURES:

1. All permanent and long term contract employees must use the Absence Management system to record absences.
    a. Upon hiring, employees will be notified of their login identification for use in the Absence Management system. Employees are responsible for registering with the Absence Management system.
    b. Employees are responsible for retaining their pin number to log into the system. Pin numbers must not be shared.
    c. Absences must be coded to one of the absence codes listed in the Absence Management system.

2. Employees are responsible for entering all absences into the Absence Management System. If the employee is unable to enter their own absence into the Absence Management System, it is the responsibility of the employee to communicate with their immediate supervisor or complete the SmartFind Absence Creation Request Form on myHDSB.

3. In certain circumstances, as applicable, an employee may be required to submit medical documentation as is reasonable and applicable. Such medical documentation must be sent directly to Employee Health and Wellness. Medical documentation received by the immediate supervisor should be immediately forwarded to Employee Health and Wellness. No medical documentation is to be kept by the supervisor.

4. Human Resources (HR) will manage communication with the employee regarding the appropriate absence reporting, available paid sick leave, pay implications and options for disability insurance if applicable. The employee will also receive communication regarding group benefits and pension plan as it relates to their absence(s) if applicable.

Employee

Planned Absences
1. Absence request methods:
    a) For absences that require prior approval by Human Resources (i.e. compassionate leave, unpaid, religious holy day), employees are responsible for submitting requests

through the absence approval process. Information regarding absences that require approval as well as the Approved Absence form are available on myhdsb.ca. Employees must complete the electronic form with the support of their immediate supervisor and submit it to the appropriate HR Administrator for approval. Timelines for submission are outlined in the employee's collective agreement.

b) For absences that require prior approval from their immediate supervisor (i.e. vacation, personal day, lieu day, job related absences), employees are responsible for requesting approval prior to the day of the absence. Timelines for requested absences may be outlined in the employee's collective agreement.

2. Once the absence is approved, the employee is responsible for recording their absence in the Absence Management system with the correct date, time, reason code and requesting a substitute, if required, as soon as possible after approval.

Unplanned Absences

1. Employees should notify their immediate supervisor or designate prior to the start of their work day or as soon as the requirement for an absence is known.

2. The employee is responsible for recording their absence in the Absence Management system with correct date, time, reason code and request substitute if required as soon as possible.

Note: *Emergency Leave is an unplanned absence. This absence follows the absence approval process after the absence has occurred.*

Supervisor/Principal

1. Immediate supervisors are responsible for responding in a timely manner to absence approval requests. If an absence request is denied, the immediate supervisor is to communicate with the employee the reason for the denial.

2. Ensure that all employees are aware of a designated absence approver if the supervisor is absent.

Absence Approver

1. Absence approvers are to reconcile absences in the Absence Management System and the Human Resource Information System for employees that report to a specific location on a daily basis to ensure all absences are entered correctly. Verification of the data by the school/department should include a review of the following data for accuracy:
   ● Date of absence;
   ● Start and end times of absence;
   ● Reason code for absence, and if the absence reason requires approval, that the appropriate documentation has been completed and sent to Human Resources;
   ● The project code;
   ● The number of hours for the absence; and
   ● The name and hours of work of replacement.

2. The Human Resources Department will follow up with the Superintendent/Executive Officer responsible when a school/department fails to approve absences on a regular basis.

3. Absence approvers are responsible for designating a backup approver for their location.

Project Code Approver

1. Project code approvers are to reconcile project codes used for absences in the Human Resource Information System on a daily basis to ensure absences can be approved by the school/department in a timely manner.