



# Policy

Policy #:  
POL621

**Title: Attendance & Absence**

**Section: Human Resources**

**Approved Date:**  
April 16, 2013

**Revised**

**Associated Documents:** TSP621 – Attendance & Absence; TSP621A-Contract Employee Bi-Weekly Reporting Worksheet; TSP621B-Contract Employee Bi-Weekly Reporting System; TSP621C-Employee Time Off Form; TSP621D-Employee Time Off Flow Chart

1. Student Transportation of Eastern Ontario (STEO) is committed to creating and maintaining a healthy workplace. STEO believes that both individual and organizational health is important factors affecting the ability of all employees to attend work and to contribute fully to its mission.
2. In order to carry out STEO's mandate, regular attendance by all employees is essential. Unscheduled absences from work inhibit progress and STEO's ability to successfully meet day-to-day obligations.
3. STEO 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.
4. To enable STEO to accommodate effectively staff absence, the General Manager/Chief Administrative Officer (GM/CAO) shall establish, enforce and ensure that staff are aware of responsibilities, authority levels, and supporting procedures for the request of leave by STEO staff.
5. To promote and maintain high standards of attendance, an Attendance Management Program shall be implemented. The Attendance Management Program shall identify and address patterns of excessive lateness or absenteeism.
6. The GM/CAO shall ensure that attendance procedures are in accordance with applicable legislation, the Collective Agreement and Non Union terms and conditions of employment.