



Memo

To All District Custodial Staff

From Roy Paul, Manager of Custodial Services, Health and Safety, Rentals and Leases
Office: 604.792.4327
Cell: 604.991.0370

RE **EMPLOYEE ATTENDANCE PHILOSOPHY - CUSTODIAL**

Date June 25, 2013

All employees contribute to the Board's mission and their attendance is essential to maintaining quality of services, consistency of support to students, staff and the community, as well as ensuring a fair distribution of work among colleagues.

All employees have a responsibility for maintaining their health to ensure their regular and prompt attendance at work.

It is an expectation that an employee who is hired to perform a job will:

- Attend work as scheduled
- Report his/her absences
- Maintain his/her health and be encouraged to take precautions against illness
- Attend meetings regarding absences and be an active participant in improving his/her overall attendance

Custodial Absence for Sick/Emergent Item

In the event that a custodian should have to leave during their shift, (you become ill or an emergency) the following procedure should be followed:

Inform co-workers on shift of your rationale and intent.

Inform the Maintenance Department by telephone and leave a message on the answering machine. (604.792.4327) Extension 2222, Custodial Relief.

You **must** contact and speak with the foreman prior to leaving the facility.



Foreman – 604.793.8325

Alternate Foreman – 604.991.7626 (Only when Bryce is working a day shift or is absent) Bryce will send a note of any changes to his shift and who to contact in his absences.

Reporting an Absence – Afternoon Shift Custodial Staff:

Inform the Maintenance Department by telephone and leave a message on the answering machine. (604.792.4327) Extension 2222 Custodial Relief, prior to 11:00 a.m.

Reporting an Absence – Head Custodial Staff:

If you are sick and you will not be able to make it to work Monday you must contact the Manager of Custodial Services. You must call between 7:30 and 8:00 p.m. on Sunday for a replacement Monday. You are to call my home number at 604.793.0860 to report your absence. Leaving your name, site, and home number, I will call you back if I do not pick up and confirm your replacement.

We are not able to call a relief in for you Monday prior to the start of your shift. The expectation will be that you will attend work doing the best you can until you report to an administrator at your site of your intentions. Again prior to leaving the facility you must call the Maintenance Department at 604.792.4327 Extension 2222 Custodial Relief. We will arrange coverage for the second part of your shift.

Leave Forms

Leave forms will be emailed back to you either confirming or denying the requested leave. Just a reminder, submitting a leave form does not guarantee that the leave is granted, you must wait for confirmation by email. Please allow at least three working days to process these requests.

Emergent items such as a death in the family or a serious sickness of a spouse or child, please call the office and we will make every attempt to meet your emergent needs.