ADMINISTRATIVE PROCEDURE 565 EMPLOYEE ATTENDANCE SUPPORT PROGRAM

Purpose

The Chilliwack School District ("District") is committed to supporting employee well-being and regular attendance. Consistent attendance promotes stability for students and staff and contributes to a positive, productive workplace. The Employee Attendance Support Program (ASP) provides a framework to identify and assist employees who may need support and guides supervisors in addressing absenteeism through early communication and collaboration.

Scope

This Administrative Procedure applies to all employees of the District. It addresses patterns of non-culpable, incidental absenteeism and does not apply to absences related to:

- Workplace injury or illness managed under the *Workers Compensation Act*;
- Disabilities or other protected grounds addressed under the District's abilities management or accommodation processes;
- Leaves provided under the *Employment Standards Act*, collective agreements, or employment contracts; or
- Culpable absenteeism, which is managed under other administrative procedures and collective agreement provisions.

Definitions

- **Attendance Support Program (ASP):** A supportive, non-disciplinary process to address attendance concerns.
- **Non-culpable absenteeism:** Absences beyond an employee's control (e.g., illness, injury, family emergency)
- **Culpable absenteeism**: Absences within an employee's control or misuse of leave.
- **Incidental absenteeism**: Unscheduled, short-term absences not related to disability or protected leave.
- **Abilities management**: Process for supporting employees with medical restrictions or disabilities.

- **Protected leave**: Job-protected leave under the *Employment Standards Act*, collective agreements, or contracts.

Guiding Principles

1. The District values regular and consistent attendance as an essential part of supporting student learning and maintaining a positive work environment.
2. The District affirms that employees are entitled to access their sick leave and other approved leaves when medically or otherwise legitimately required. Participation in the ASP does not discourage or restrict the appropriate use of such leave.
3. The District will foster a culture of well-being and early support through respectful communication and collaboration, ensuring all interactions under the ASP are supportive and non-coercive.
4. The ASP is a supportive, non-disciplinary process designed to identify and address barriers to regular attendance.

Procedures

1. The District will maintain a proactive ASP to promote well-being and assist employees in achieving regular attendance.
2. Human Resources will monitor attendance trends and, in collaboration with supervisors, identify employees whose attendance patterns are significantly above peer group norms.
3. Supervisors will engage in respectful, confidential conversations to understand the reasons for absence and explore appropriate supports or referrals.
4. Where medical or personal health information may be relevant, supervisors will not request or retain such information and will refer employees to Human Resources for appropriate follow-up.
5. Where improvement is not achieved, Human Resources will provide further guidance and structure through the ASP.

Roles and Responsibilities

Employees

- Maintain regular attendance and follow District absence reporting procedures.

- Communicate openly with supervisors regarding factors affecting attendance.
- Participate in the ASP and utilize available resources and supports.
- Employees may access union representation at meetings related to the ASP in accordance with their collective agreement.

Supervisors

- Monitor attendance and address emerging concerns early through supportive discussion.
- Consult with Human Resources to ensure consistent application of the program.
- Maintain confidentiality and appropriate documentation.

Human Resources

- Oversee the ASP and ensure fair, consistent application.
- Provide training, resources, and guidance to supervisors and employees.
- Protect the confidentiality of all attendance-related information.

Union Representatives

- Support members participating in the ASP.
- Collaborate with the District to ensure employees are treated fairly and respectfully.

Privacy and Confidentiality

All personal and medical information obtained through the ASP will be collected, used, and stored in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*, collective agreements, and employment contracts.

Employees are not required to disclose diagnoses, prognoses, treatment details, or other personal medical information beyond what is reasonably necessary to support attendance management or accommodation, consistent with related legislation.

Internal Documents

- SD33 Employee Attendance Support Program Manual