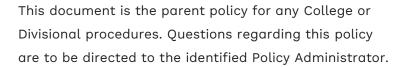


Attendance Management Policy



Functional category	Human Resources	
Approval date	January 12, 2022	
Effective date	January 12, 2022	
Policy owner	Vice President, People & Culture	
Policy administrator	administrator Director, People & Talent	

Objective

NorQuest College (college) programs, services, and applied research are of high quality and in demand by learners and employers. The quality and delivery of these programs, services and research is directly attributable to the work performed by employees and can be affected by employee attendance. Monitoring and management of employee attendance is both a reasonable and prudent action to ensure that the college continues to be effectively and efficiently fulfill its mandate and objectives.

Authority to establish this policy is derived from the <u>NorQuest College Board of Governors Policy No.5</u>, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy

The college will monitor and manage employee attendance to ensure that it continues to provide high quality programs, services and applied research.

By doing this, the college aims to:

- improve attendance by taking an active interest in the well-being of employees.
- manage and reduce the costs associated with employee absences.
- reduce the costs of vacation liabilities due to employees carrying excessive vacation days (i.e. no more than one year's vacation entitlement at any given time).
- minimize the disruption of services caused by unplanned absences.

The college recognizes that there will be times that employees will be away from work due to planned or unplanned absences. The college supports employees in these circumstances by way of benefit plans, vacation and support programs that include paid and unpaid absences from work for reasons such as illness, bereavement, maternity, adoption, parental and personal or emergency leaves all of which are outlined in the collective agreements and terms and conditions of employment.

The college also recognizes that regularly scheduled time off for rest, relaxation and personal pursuits contributes to the well-being of an employee and that a high level of attendance at work enables the planning and provision of its service. Likewise, the college recognizes that frequent absences from work can result in poor service provision, an increased workload for colleagues, lower staff morale and higher costs.

Key Principles

The monitoring and management of attendance will consider the following key principles:

- there is a need to promote a positive work environment for employees.
- there is a need for a high level of attendance from employees.
- early intervention is appropriate and necessary where attendance falls below acceptable levels.

confidentiality of an employee's personal circumstances is always required.

Definitions

N/A

Related information

NorQuest College

- Absences for Illness or Injury Procedure
- Attendance Management Roles & Responsibilities Procedure
- AUPE Collective Agreement
- College Property and Access Clearance Procedure
- <u>Faculty Collective Agreement</u>
- <u>Leave Without Pay Procedure</u>
- Management Terms and Conditions
- <u>Maternity/Adoption/Parental Leave Procedure</u>
- Out-of-Scope Employees Terms and Conditions
- <u>Vacation Management Procedure</u>

External

N/A

Next review date

December 2025

Revision history

Date	Version Number	Action
January 2012	V1	New (replaces Standard Practice 7.19 –
		Attendance Management and Recording)
August 2013	V2	Update for document links and branding
November 2014	V3	Update for change in policy owner and
		document links

June 2015	V4	Update document links
July 2015	V5	Update document standards, document
		links and next review date
September 2015	V6	Update document links
December 2015	V7	Updated
August 2019	V8 (published as	Compliance Office template &
	V7-C)	reorganization update
January 2021	V9 (published as	Update to reflect organizational changes
	V8)	and addition of leave types
January 2024	V10	Information, Risk & Compliance template
		update