

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 500 – Personnel and Employee Relations

### **POLICY 542: ATTENDANCE**

#### **BACKGROUND**

To deliver quality education to students within Medicine Hat Public School Division, the Division relies on all employees to attend work regularly and to fulfill the duties for which they were employed. The Division recognizes the value each employee contributes in their role, the employee's desire for wellness, and the Division's responsibility to address causes of absence from work with employees.

#### **POLICY**

The Board is committed to a non-disciplinary process designed to encourage and promote regular attendance at work and to support and coach employees to improve attendance. The Board believes a consistent management of attendance issues can have highly positive effects on the workplace. Compliance with this policy is required by all Medicine Hat Public School Division employees.

#### **GUIDELINES**

1. Regular attendance at work is a requirement of employment.
2. The Division recognizes that legitimate unscheduled absences may occasionally occur.
3. A consistent and fair approach is promoted by the Division in assisting employees dealing with absenteeism.
4. The Division will take reasonable steps to support employees so they can attend work as scheduled.
5. Attendance shall be considered as part of performance.
6. Absences related to protected grounds under the Alberta Human Rights Act will be accommodated to the point of undue hardship (Duty to Accommodate).

#### **ADMINISTRATIVE PROCEDURE**

[542 P 001 – Attendance Support Program](#)

#### **REFERENCES**

Alberta Human Rights Act

**Approved:** January 22, 2019

**Revised:** \_\_\_\_\_