

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Attendance	SECTION: A POLICY: 2
DATE: September 2004 REVISION DATE: January 2006	Administrator's Signature: _____	

ATTENDANCE

POLICY:

Leamington Mennonite Home contracts with individuals to perform the services necessary for Leamington Mennonite Home to meet its goals, objectives, and overall mandate. In exchange for agreed upon wages and benefits, employees must maintain an attendance record satisfactory to Leamington Mennonite Home.

PROCEDURE:

Regular attendance is required. Absence from part or all of a schedule must be for good and sufficient cause. It is the responsibility of the employee's Department Leader to ensure that the cause is known, and that the proper supporting documentation (if required) has been processed.

All employees have the responsibility as a job requirement to:

- Maintain a standard of health which enables performance of job responsibilities and assignments consistently.
- Report for work punctually – lateness will be docked from pay; and
- Attend to personal affairs outside of working hours.

Absence due to illness or injury shall be reported to the Department Leader or designate. It is the responsibility of the employee to indicate the nature of the illness or injury, whether medical attention is being sought, probable duration if known, and whether a chronic condition is involved.

A medical certificate may be requested prior to an employee returning to work. Should a medical certificate be requested and not produced, the Employer shall not be required to pay the Employee's wages for the period away from work.

It is expected that as much notice as possible, and minimally 1 days' notice of return to work will be given.

Attendance is evaluated during employee job evaluations.

If attendance does not meet departmental standards, progressive discipline, up to and including termination, may be issued. Corrective measures are considered on all absences. Action is required when:

- Abuse is found,
- The employee's past attendance record indicates poor/unacceptable attendance over a period, and

- There is little likelihood of regular future attendance