

TITLE: ATTENDANCE	SECTION: HUMAN RESOURCES
EFFECTIVE DATE: March 23, 2006	POLICY NO.: KDSB-HR-II-08
APPROVED BY: Motion No. 2006-27	AMENDED BY:

POLICY STATEMENT

It is the policy of the Kenora District Services Board to require employees to attend work regularly and to be punctual at all times.

POLICY

1. Employees are expected to be at work and ready to commence work at the scheduled start time.
2. It is acknowledged that there may be times when inclement weather may prevent an employee from attending work or arriving at work after the scheduled start time.

PROCEDURE

1. Non-Attendance

- (1) An employee who is unable to attend his/her scheduled work day is required to contact his/her supervisor immediately and advise him/her of the reason for non-attendance.
- (2) If non-attendance is due to inclement weather conditions necessitating the closing of roads, streets or highways, as declared by the appropriate provincial or municipal authority, that prevents the employee from attending his/her place of employment, the employee will not suffer any loss in pay.

Employees not scheduled to work on such a day, or employees on vacation or leave, are not entitled to any additional compensation.
- (3) If non-attendance is due to other reasons, such as sickness, the procedures of such policies will apply.

2. Late Attendance

- (1) An employee who is unable to commence work at the scheduled time is required to contact his/her supervisor immediately and advise him/her of when he/she is expected to arrive and the reason for the lateness.
- (2) An employee who will be late for a work-related meeting shall contact all relevant parties and advise them when you expect to arrive.

3. If weather conditions worsen during the employees shift, the Chief Administrative Officer or his/her designate may, close all or some operations and send all or some employees home, after consulting with the service Directors.

Those employees sent home will not suffer any loss in pay. Employees not scheduled to work or employees on vacation or leave are not entitled to any additional compensation.