



271 Frances St.
Wingham, ON N0G 2W0
T: (519) 357-3930
F: (519) 357-3928

Subject:	Attendance Management	Date Approved:	April 7, 2010
Approved by:	Executive Director	Date Revised:	April 3, 2018 October 23, 2017 November 11, 2014
Specific to:	All Staff	Next Review Date:	September 2020

POLICY:

The North Huron Family Health Team (NHFHT) recognizes that from time to time, team members will experience times in which they feel unwell or may be late due to various circumstances. In the event that a team member is unable to arrive at work on time or at all, he/she must notify the Executive Director or designate by telephone no later than 8:00 am. A voicemail message may be left. In addition, if the clinician has scheduled appointments with patients/clients, the team member must call NH FHT to arrange the cancellation/rescheduling of appointments.

Attendance will be monitored and any attendance issue beyond what is considered to be fair and reasonable will be managed by the Executive Director together with the team member. Extraordinary circumstances will always be considered.

Personal Emergency Leave

As per the Employment Standards Act, employees are entitled to 10 days of personal emergency leave with the first 2 days being paid. Under the Act, personal illness, injury or medical emergency, or the death, illness, injury, medical emergency or urgent matter relating to family members, are reasons eligible for Personal Emergency Leave.

NH FHT pays more than the legislatively required 2 days of the employee's personal illness, injury or medical emergency as long as the number of days over the calendar year is considered to be fair and reasonable.

See NH FHT ESA Protected Leaves Policy, Personal Emergency Leave section, for family members that are included under the Act. Also, see the Bereavement Policy re: Personal Emergency Leave days.

For the purpose of this policy, a scheduled routine medical or dental appointment is not considered as a reason whereby personal emergency leave may be taken. Vacation or lieu time must be used for these types of appointments.

A medical appointment that includes a procedure that will incapacitate an employee and prohibit him/her from returning to work would be considered as personal illness and therefore subject to personal emergency leave under the Act. Employees cannot take personal emergency leave for cosmetic surgery that isn't medically necessary or is unrelated to an illness or injury.



**271 Frances St.
Wingham, ON N0G 2W0
T: (519) 357-3930
F: (519) 357-3928**

The NH FHT Group Insurance plan available to staff working > 20 hrs/week, has both a Short Term Disability Plan as well as a Long Term Disability Plan. Where applicable, please refer to your Employee Benefit Booklet for the details of the Plan.

PROCEDURE:

The following information is communicated to the Executive Director or designate:

- if reporting a late arrival, the expected time of arrival; or
- the expected date of return to work;
- information as to what appointments or assignments are scheduled for the dates and times affected; and
- Any other information necessary to ensure patient needs are met and North Huron Family Health Team operations continue.

If there is a change in the expected date of return, the team member notifies the Executive Director or designate as soon as possible and no later than 8:00am of the date of expected return.

Upon return to work, the team member will submit a Time off Request in Payworks, indicating the number of hours off sick.