



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

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.

For the purpose of this policy, a medical appointment that includes a procedure that will incapacitate an employee and prohibit her from returning to work will be considered sick time. All other medical appointments will be made up with lieu time.

The NH FHT Group Insurance plan available to full time staff after their probation period has expired, 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:

- 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 Advanced Tracker, indicating the number of hours if less than a full day.