



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>ATTENDANCE MANAGEMENT</b>
<b>Effective Date:</b>	April 20, 2010
<b>Revised Date:</b>	
<b>Review Date:</b>	April 20, 2020
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<a href="#">University of Manitoba Act</a> Section #16(b)
<b>Responsible Executive Officer:</b>	President delegated to the Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: All support staff (see list)

Group:

- a) Support Staff Excluded from Bargaining Units as Members of the Board;
- b) The Executive Staff (Support Staff Members only);
- c) Excluded Management, Administrative and Professional Staff;
- d) Medical Practitioners and Administrators;
- e) Nurses in Northern Manitoba;
- f) Out of Province Support Staff;
- g) Student Support Staff; and
- h) All Support Staff in bargaining units.

## **Part I Reason for Policy**

To provide supervisors and support staff with guidelines and support in addressing issues or problems that might be affecting a staff member's ability to attend work on a regular basis.

## **Part II Policy Content**

- 2.1 The University of Manitoba is committed to an environment that values and depends on employee attendance. The University appreciates the effort put forward by employees and recognizes that each employee's participation contributes to the achievement of the University's Mission.
- 2.2 The University further acknowledges that regular attendance on the job is a reasonable expectation. It is a shared responsibility of the supervisor and staff member to ensure that this expectation is clearly understood. The University wishes to manage employee attendance through a positive, supportive environment that promotes attendance.
- 2.3 Absenteeism results in operational difficulties. It affects not only individual employees, but also co-workers and the operations of the organization as a whole. Managing attendance issues in a timely and effective way can contribute to improved service, increased productivity, a better quality of life and retention of staff.
- 2.4 Although regular attendance is expected, it is recognized that circumstances do occur where legitimate factors make it impossible or impractical to do so. The University believes that helping staff maintain their health, safety and well-being promotes a healthy and productive workplace. With this in mind, the University will make every reasonable effort to provide accommodation, assistance and rehabilitation.
- 2.5 The University's Attendance Management Program provides:
  - a) a raised awareness of the importance of attendance;
  - b) opportunities for supervisors, managers, and Human Resources staff to encourage employees to stay healthy and use the supports available to help them attend work regularly;
  - c) fair and equitable treatment of employees in matters of attendance;
  - d) the necessary supports to ill or injured employees to help them return to work or to help employees remain at work;

- e) guidance to supervisors and managers responsible for dealing with attendance issues; and
  - f) consistent procedures for handling attendance concerns.
- 2.6 The details of the University's Attendance Management Program are contained in the document titled Procedures: Attendance Management Program.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is April 20, 2020.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- a) the Board of Governors deems necessary; or
  - b) the Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

**Part VI**  
**Effect on Previous Statements**

6.1 This Policy supersedes the following:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;

**Part VII**  
**Cross References**

- (1) Procedures: Attendance Management Program
- (2) Procedures: Temporary Absences from Work
- (3) Policy: Sick Leave
- (4) Policy: Temporary Absences from Work
- (5) Procedures: Sick Leave
- (6) Policy: Reasonable Accommodation For Persons with Disabilities
- (7) Procedures: Reasonable Accommodations for Persons with Disabilities