



# Policy Statement

## Purpose / Rationale

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The Algonquin and Lakeshore Catholic District School Board supports employee health and wellness and believes that fostering a positive organizational culture that is consistent with our Gospel Values is critical to employees attending work on a regular basis. Regular attendance at work helps us to live a culture of Catholic Faith and community by promoting school communities as places rooted in welcome, worship and witness.

The Board believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to contribute fully to its mission. This strategy combines both prevention and intervention to achieve the goals of personal and workplace wellness.

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## Guiding Principles

- In order to carry out the Algonquin and Lakeshore Catholic District School Board's mandate, regular attendance by all employees is essential.
- The Attendance Support Program is a comprehensive program aimed at positively supporting the health of employees and the organization.
- The key components of attendance support are: prevention; reporting of absences; health information requirements; managing innocent absenteeism; return to work facilitation and workplace accommodation.
- The Attendance Support Policy will be supported by an Ability Management Program and an Attendance Assistance Program.
- The Ability Management Program and the Attendance Assistance Program are consistent with the Ontario Human Rights Code, the Workplace Safety and Insurance Act, the Employment Standards Act, and the Municipal Freedom of Information and Protection of Privacy Act.
- The Programs do not impact existing benefits accorded under the various collective agreements and terms of employment.
- The collection, control, use and necessary disclosure of personal information provided for the purpose of determining eligibility of sick leave benefits or for providing employees with ability management services shall be in accordance with the Municipal Freedom of Information and
- Protection of Privacy Act (MFIPPA), Personal Information Protection and Electronic Documents Act, (PIPEDA), the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, and other applicable legislation.
- The Board will implement administrative procedures to support employee attendance.

## References

- Ontario Human Rights Code
- Workplace Safety and Insurance Act
- Employment Standards Act
- Municipal Freedom and Information and Protection of Privacy Act
- Ontario Occupational Health and Safety Act
- Accessibility for Ontarians with Disabilities Act

### **Administrative Procedures**

[Absence Reporting](#)

[Attendance Assistance Program](#)

[Confidentiality of Medical Records](#)

[Ability Management – Early Intervention, Accommodations and Return to Work](#)

### **Guides**

[Attendance Assistance Program Guide](#)