Why does the District care about Employee Absences?

The employment relationship includes a commitment to regularly and consistently attend work.

Absenteeism significantly impacts our employees, workplaces and learning communities. The VSB is committed to all of the employees and communities it serves. This includes supporting those employees struggling with non-culpable attendance challenges through the Attendance Support Program (ASP).

Non-Culpable Absences

Non-Culpable Absences occur when an employee, through no fault of their own, is unable to attend work and may therefore be having difficulty fulfilling his or her employment responsibilities. Examples may include injuries, illness or disabilities. Alternately, Culpable Absences are absences within the employee’s control or where they are absent without a valid or acceptable reason. Only Non-Culpable Absences are dealt with through the Attendance Support Program.

Sick Days

While regular attendance is essential, there are times when health or other issues prevent an employee from attending work consistently.

The District provides sick days for illnesses, injury and disability so that employees are better able to manage an extended absence.

Our Wellness Support Program is designed to equip employees with information and resources to help them protect their sick bank and mitigate financial hardship due to illness or injury.

VSB Wellness Resources

The District offers support through the Employee & Family Assistance Program (EFAP), Employee Wellness Workshops, Flu Clinics and Resources to Support Employee Wellness.

Employee & Family Assistance Program

www.WorkHealthLife.com
1-844-880-9142
Health & Well-Being, Career & Workplace, Financial Security and Life Events.

More information is available from your Principal/Supervisor.

Contacts

For more information about Attendance & Wellness Support contact your Employee Wellness Team:
via email: wellness@vsb.bc.ca
via phone: 604-713-5927 or 604-713-5180.
Attendance Support Program (ASP)

Attendance Support is an important part of the District’s Employee Wellness Support Program. Our Attendance Support Program uses a proactive, consistent, respectful, and conversation-based approach to support employees to identify and address challenges affecting their ability to attend work regularly and consistently. It is designed to support employees who struggle with non-culpable absences and to promote employee wellness and engagement at work.

Review Phase: Absence Analysis

HR reviews all VSB employee absences due to illness and determines peer group averages for the District. VSB employee absences due to illness are compared to the average days taken by peers. For employees with significantly higher absences than their peer group average, HR will ask the supervisor to enquire in an informal non-disciplinary conversation.

Phase 1: Informal Conversations

• **Informal Conversation #1:**
The supervisor makes their employee aware that their sick day usage is significantly higher than their peers, inquires about their well being, informs them of the ASP and offers supports and resources (such as the EFAP).

• **Informal Conversation #2:**
Follow up to informal conversation #1. The supervisor acknowledges the employee’s attendance improvement, or if the employee still remains above peer group average a referral will be made to HR. HR reviews each individual on a case by case basis. Next steps may include: referral for possible accommodation or recommendation to Phase 2.

Phase 2: Formal Support Sessions

(No need for further action

• **Formal Support Session #1:**
Meeting to formally discuss the employee’s absence records and identify action items for follow up. HR follows up with a non-disciplinary letter to the employee detailing what was agreed to in the meeting.

• **Formal Support Session #2:**
Meeting to follow up on formal support session #1. HR follows up with a non-disciplinary letter noting the employee’s improvement in the attendance program or highlighting action items required to improve attendance.

• **Formal Support Session #3:**
Meeting to follow up on formal support session #2. HR follows up with a non-disciplinary letter noting the employee’s improvement in the attendance program or highlighting action items required to improve attendance.

• **Formal Support Session #4:**
Meeting to follow up on formal support session #3. The employee receives a non-disciplinary follow-up letter from HR. It may include remaining in the program or being referred to another program or department. It is based on the employee’s individual case.

*The employee is encouraged to invite their Union Rep.