

## ATTENDANCE

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**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-10

**Policy Number:** HR-32

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### SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### POLICY

1. Employees are expected to be at work during their scheduled working hours except when an absence has been authorized.
2. It is the responsibility of the employee to obtain prior approval of the immediate supervisor for all absences. In the case of an unexpected absence, the employee must inform his immediate supervisor within one (1) hour of the commencement of his regular duties of the nature and duration of the absence.
3. Failure to inform the immediate supervisor within the time required in paragraph 2 of this policy results in the absence being unauthorized and therefore without pay, unless the delay is later justified by the employee to the satisfaction of the Department Head.
4. Employees must provide documentation (medical certificate, court order, subpoena) to substantiate absences where required by the applicable policy, collective labour agreement or protocol.
5. It is the responsibility of the immediate supervisor to ensure that employees observe their scheduled working hours and that absences are kept to a minimum. The immediate supervisor has the authority to ask the employee to specify the reason for any absence and to refuse a request for absence. He also makes the appropriate arrangements for employees to return to work after prolonged absences.
6. It is the responsibility of the immediate supervisor to maintain attendance records for the employees reporting to him and to communicate information about exceptions to Human Resources when appropriate.