



Employee Attendance Support Program

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The Waterloo Catholic District School Board (WCDSB) believes that both individual and organizational health are important factors affecting the ability of all employees to attend work and to fully contribute to the Board's mission. To that end, the WCDSB has developed an Employee Attendance Support Program (EASP).

The purpose of the EASP is to:

- Provide a consistent and standardized support program for all employees.
- Support employees when their absence rates exceed a just and equitable threshold.
- Facilitate return to work programs where applicable for employees who have been absent from work due to illness or disability.

REFERENCES:

- Human Rights Code
- Employment Standards Act
- Municipal Freedom of Information and Protection of Privacy Act
- Personal Information Protection and Electronic Documents Act (PIPEDA)

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- Appendix A: [Employee Attendance Support Program \(EASP\) Handbook](#)



COMMENTS AND GUIDELINES:

The EASP is intended to provide a comprehensive approach to employee attendance. Administrators/Supervisors, the Human Resource Services department and each employee share accountability for the Program.

The key components of the EASP are:

1. Prevention
2. Reporting absences
3. Health information requirements
4. Assistance for improving attendance
5. Early intervention, return to work facilitation and workplace accommodation.

The EASP operates in conjunction with, but does not supersede, the Ontario Human Rights Code, the Occupational Health and Safety Act, and the Workplace Safety and Insurance Act.

The EASP does not impact existing benefits accorded under the various collective agreements and various terms of employment.

The collection, control, use and necessary disclosure of personal information provided for the purpose of determining eligibility for sick leave benefits or for providing employees with disability management services shall be in accordance with the Municipal Freedom of Information and Protection of Privacy Act, Personal Information Protection and Electronic Documents Act, the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, collective agreements and terms of employment, applicable jurisprudence and other applicable legislation.