

**Policy Title:** Attendance and Leave Reporting  
**Policy Approver:** President's Office  
**Policy Holder:** Human Resources  
**Category:** Operational  
**Original Date:** May 2003  
**Last Revised:** December 2015  
**Next Review:** December 2018

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### **Policy Statement**

Yukon University encourages employees to keep a healthy balance between work and personal life. In order to meet the University's operational requirements, it is expected that all employees will be present and performing assigned University work during scheduled hours.

On those occasions where an employee is unable to report to work, they are expected to notify their supervisor in accordance with the University's communication procedure and to report absences in the University's leave reporting system.

### **Approval Statement**

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 16<sup>th</sup> day of December, 2015.

Karen Barnes

December 16, 2015

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President, Yukon College

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Date

## 1. Purpose of Policy

It is vital to the University for all employees to have reliable attendance. Absenteeism negatively impacts our ability to effectively provide University services.

This policy outlines processes for reporting absences, approving leaves and unscheduled absences, and outlines an employee's responsibilities to adhere to established work schedules in order to maintain efficient, effective operations throughout the University.

Overtime procedures are also described to ensure compensatory time is identified or paid out.

By complying with the procedures, leave usage, regular and overtime attendance will be recorded so that entitlement balances are accurate.

## 2. Governing Legislation and Relevant Documents

Disability, Accommodation and Return to Work Policy HR 11 Collective Agreement  
Code of Conduct

## 3. Scope

All employees of the University are required to follow the communication and overtime procedures. Only those who accrue leave entitlements need to report leave.

## 4. Definitions

**Abandonment:** An employee's unauthorized absence from work of five (5) consecutive working days may be considered by the Employer to be abandonment of the employee's position.

**Overtime:** Time worked greater than the employee's scheduled shift measured in 15 minute increments.

**Scheduled Absence:** A scheduled absence occurs when an employee requests and is approved to take time off in accordance with University policies and union contract. Some

examples of scheduled absences include approved vacation, special, long service, education and sick leave.

**Unscheduled Absence:** Absence without advising a supervisor as per the communication procedure or gaining prior approvals of special leave, vacation leave or sick leave. Some examples of unscheduled absences include absences due to car trouble, caring for a family member who is ill or a home emergency which may be recorded as Special or Sick Leave depending on the specific case.

**Unscheduled Early Departure:** Departure without requesting approval from supervisor.

## 5. Procedures

### **Communications:**

If the employee is unable to report for work as scheduled, they shall communicate directly with their supervisor as soon as they know that they will be late or absent. The responsibility to communicate directly with their supervisor also applies to unscheduled early departure. The communication should include the reason for the delay or absence, expected time of arrival or return to work date and their preferred means of contact should the supervisor need to reach them.

Where an employee has not communicated with their supervisor after 1 hour from their scheduled start time, the supervisor should attempt to contact the employee. If communications have been unsuccessful after 2 hours the supervisor should contact their Human Resources Advisor.

If for any reason an employee has been absent for work for five (5) consecutive days without contacting their supervisor, they will be assumed to have abandoned their position and their employment may be ended with cause.

### **Leave Approval:**

Supervisors are responsible to review leave reports on a biweekly basis for accuracy, return for correction, as required, and approve upon satisfactory review. Supervisors are also

required to follow-up with their employees if leaves are not reported. Where an employee fails to report leave or refuses to provide certification, the supervisor must initiate corrective actions consistent with progressive discipline, which is meant to be corrective rather than punitive.

**Leave Without Pay Approval:**

For any period of unpaid leaves of absence in excess of six days but less than one month, the employee is required to pay both the employee's and the employer's portion of pension contributions for that period.

For unpaid leaves greater than one month (20 working days), a rationale must be attached to the leave form, approved by the Dean/Director and with final approval by the Director HR.

In no case will a leave without pay be approved for longer than one year.

**Overtime:**

Overtime provisions of the Collective Agreement will apply to bargaining unit and Confidential excluded employees. Overtime should be approved in advance by the appropriate member of the Senior Executive Committee, or their designate, using the Overtime Authorization form. Overtime that was not pre-approved must be submitted to the next supervisory level in the organizational hierarchy.

Employees eligible for overtime are responsible for recording all overtime hours worked on the Time Record on a bi-weekly basis. The Time Record requires the hours to be recorded on a daily basis in each overtime category (time and half or double time) and how the employee wishes to receive compensation (as either pay or bank as compensatory leave).

Once signed, Time Records and Overtime Authorization forms are to be submitted to Payroll for paid compensation or to Human Resources for compensatory leave (bank) compensation.

**Medical Certification:**

Employees who request more than three (3) consecutive days of sick leave or have exceeded five (5) total days in a fiscal year may be asked to have their leave certified and a Functional Abilities Form (FAF) completed by their physician. Failure to provide the required documentation may result in disciplinary actions and possible denial of sick leave.

**Reporting:**

Employees are responsible for reporting of their leave usage on a bi-weekly basis, scheduled and unscheduled, in the University's Web-based Leave System;

Web based leave reporting covers vacation, sick, special, long service, management personal and management travel leave.

Other leaves including but not limited to leave without pay, education, pre-paid, injury on duty, maternity, paternity, adoption, etc. require reporting on a physical Leave Form.

An employee who fails to report their leave may be subject to progressive discipline.

**Return to work:**

If the sick leave was more than 5 days, the employee's return to work may require a FAF to ensure that they are fit to return with or without any required accommodation.

Your Human Resources Advisor should be consulted when an accommodation is requested.

**Vacation:**

In the case of vacation leave, supervisors shall respond to requested vacation leave according to time frames as described in the collective agreement.

**Work Schedules:**

Work schedules will allow for paid rest periods and an unpaid meal period in accordance with the Collective Agreement for bargaining unit members, and the Employment Standards Act for all other employees.

## 6. Problem Solving

The University provides generous leave benefits. Whenever employees or supervisors are having difficulties administering leaves, they are expected to contact their assigned Human Resources Advisor for guidance.

## 7. Other Related and/or Accompanying Documents

### Forms:

Functional Abilities Form

Leave Request Form

Overtime Authorization Form

Time Record

Addendum A - Policy Communication Checklist

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name: Attendance and leave reporting

Number: HR 13

Submitted by: Brian Bonia

List those consulted with in preparation of this policy:

Name	Department	Date
HR Clerks and Advisors	Human Resources	September 14, 2015
SEC	Executive	September 22, 2015
All excluded staff		December 2015

The order for communication and/or consultation for a new or revised policy is as follows:

- SEC – initial review and recommendations from SEC membership;
- Identified stakeholders within Yukon College in order of priority – see below;
- SEC – to be briefed on any issues arising out of stakeholder consultations;
- Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
- SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC	Sept 22		
SEC for Final Review			