



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	January 2018
Approving Sector Head	Director, Human Resources
Policy	Attendance, Lateness, Absenteeism

All employees are responsible to:

- a) Be at work on time unless for reasonable and unavoidable causes;
- b) Notify his or her supervisor as far in advance as possible, and in any event no less than one hour before the start of their scheduled shift, of any intended absence from work and to provide such reasonable medical documentation as is required to support the absence and/or fitness to return to work.
- c) Attend to personal affairs and obligations outside of working hours.

Unexcused lateness and absenteeism compromises the performance of the employee and the operations of the University, and may be cause for discipline including, but not limited to, deduction of pay.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.