

# COLUMBIA COLLEGE

## Absence Reporting Policy and Procedures

<b>NOTE:</b> <b>Must; Shall; Will:</b> <b>Should:</b> <b>May or Could; Can:</b>	<b>Clarification of Terms</b> These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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### Purpose Statement

This procedure outlines the process for reporting absence from work for all Columbia College employees.

### Procedure

#### *Reporting Absences*

1. An employee who is unable to attend work as scheduled is responsible for notifying his or her immediate supervisor according to departmental procedures for reporting absences.
2. When an employee must report an absence from work the employee must provide a telephone number where he or she can be reached. An employee must inform his or her supervisor, of the type of leave (i.e. sickness, injury or family) and the estimated date of return to work.
3. In the event of an emergency, illness or injury, an employee must report to manager or supervisor before leaving work where practicable.
4. Ongoing and regular contact between employee and their supervisor must be maintained during absence from work.
5. Anticipated sick leave of five (5) days or longer (e.g. surgery) must be reported as soon as practicable and the appropriate medical certificate provided.
6. Supervisors or managers are required to:
  - a. receive calls from absent employees to determine the anticipated length of absence and or return date and the status or outstanding work, assignments etc.;
  - b. make reasonable efforts to contact an employee who is absent from work and who fails to call in, to discuss the absence and obtain necessary supporting information;
  - c. maintain reasonable regular contact with an employee during any absence from work, and safeguard the confidentiality of information;
  - d. monitor and document all contacts;
  - e. ensure that absence reporting requirements are met before sick pay is authorized including notifying Accounting within 48 hours.
7. Employees are required to respond and provide any appropriate information and documentation required to support the absence.
8. Accounting reserves the right to verify that an absence is medically justifiable and that the employee is unable to perform the essential duties of his or her job.
9. Department Managers or Program Chair/designates may establish additional requirements for reporting absences in their department. It is their responsibility to communicate this to their staff.

#### *Consequences of Non-Compliance*

1. Failure to follow the Absence Reporting Procedure may result in the withholding of sick benefits and or disciplinary action up to and including dismissal.
2. Employees who fail to report an absence will be recorded as absent without leave.