



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### APPENDIX 2 – Attendance Support

#### Absence Reporting

In order to properly keep absence records for Board employees, the following table summarizes the reporting routes. Please note that all absences under the following headings are to be reported daily.

**Note: Employees not using EasyConnect to report their absences (e.g., noon-hour aides, caretakers, employees in northern schools) are to call their supervisors. Text messages or emails are not acceptable unless prior authorization by your supervisor is obtained.**

<b><u>Sault Ste. Marie and East</u></b>	<b><u>North</u></b>
<b><u>Schools</u></b>	<b><u>Schools</u></b>
Teachers → EasyConnect	Teachers → Principal → School Secretary → Board Office
<b><u>Departments (e.g., Curriculum, Special Education)</u></b>	
Coordinators, Consultants, Special Assignment Teachers → S.O. → Front Desk	
Clerical → Coordinator → Front Desk	
<b><u>School Administration</u></b>	
Principals → SO → Front Desk / EasyConnect	Principals → SO → Front Desk
V.P. → Principal → Front Desk / EasyConnect	
<b><u>Support Staff</u></b>	
<b><u>(Clerical, Educational Assistants, Early Childhood Educators, Noon Hour Aides)</u></b>	
School Support Staff → Principal / EasyConnect → Front Desk	School Support Staff → Principal → School Secretary → Board Office

**Board Office / Mount St. Joseph Non-Union Staff**

Staff → Supervisor → Front Desk

**Carestaff**

See attached excerpt from the Plant Procedures Manual

**Dayworkers and Carpenters**

Dayworkers and Carpenters → Plant Maintenance Coordinator → Front Desk

**All Leave Requests, Except Administrative In-Lieu Time**

**All requests, including compassionate, bereavement, personal, Earned Leave Plan, child illness, and without pay (including but not limited to Sulp) to be made to the Manager of Human Resources.**

**Vice-Principal / Principal In-Lieu Time** - All requests are to be made to the Director.

# Huron-Superior Catholic District School Board

## ***Plant Procedures Manual – Absence Reporting***

The following procedures are to be used by carestaff for reporting an unscheduled absence/return to work.

***Note: Employees are expected to give reasons for their absences, including an estimate as to the length of the absence, if possible.***

### ***A. Sault Ste. Marie***

*When School is in Session:*

#### *1. Employee who is unable to report for work*

<u>Regular Day Shift:</u>	Call prior to start of shift
<u>Split Shift:</u>	For morning part of shift – Call prior to start of shift For afternoon part of shift – Call by 11:00 a.m.
<u>Afternoon Shift:</u>	Call by 11:00 a.m.
<u>Night Shift:</u>	Call by 3:00 p.m.

#### *2. Employee returning to work*

<u>Regular Day Shift:</u>	Call by 3:00 p.m. on the day before returning to work.
<u>Split Shift:</u>	Call by 3:00 p.m. on the day before returning to work.
<u>Afternoon Shift:</u>	Call by 11:00 a.m. on the day of the return to work.
<u>Night Shift:</u>	Call before 3:00 p.m. on the day of the return to work.

***During Catholic Education Centre hours (7:00 a.m. to 4:30 p.m.) contact Supervisor of Caretakers Tony Bruno (Office) 705-945-5417 or (Cell) 705-542-1325, then the Education Centre Receptionist (945-5400) regarding your absence.***

***Before/After Education Centre Hours (Before 7:00 a.m or after 4:30 p.m.), Contact Supervisor of Caretakers: Tony Bruno (Cell) 542-1325 or (Home) 946-4606.***

When School is NOT in Session (e.g., Christmas, March Breaks, Summer, PA Days)

Contact the Supervisor of Caretakers.

***B. North and East – Caretakers***

When School is in Session – For Full-time Caretaker Absences

***During Catholic Education Centre hours (7:00 a.m. to 4:30 p.m.) contact Supervisor of Caretakers Tony Bruno (Office) 705-945-5417 or (Cell) 705-542-1325, then the Education Centre Receptionist (945-5400) regarding your absence.***

***Before/After Education Centre Hours (Before 7:00 a.m or after 4:30 p.m.), Contact Supervisor of Caretakers: Tony Bruno (Cell) 542-1325 or (Home) 946-4606.***

Call the part-time caretaker, where present, to offer the full-time shift.

If the part-time caretaker does not accept the full-time shift, or if a part-time caretaker is not present, the full-time caretaker shall then call a casual caretaker, if available, to offer the full-time shift.

The full-time caretaker must also leave a message with the school secretary, to report the absence.

For Part-time Caretaker Absences

***During Catholic Education Centre hours (7:00 a.m. to 4:30 p.m.) contact Supervisor of Caretakers Tony Bruno (Office) 705-945-5417 or (Cell) 705-542-1325, then the Education Centre Receptionist (945-5400) regarding your absence.***

***Before/After Education Centre Hours (Before 7:00 a.m or after 4:30 p.m.), Contact Supervisor of Caretakers: Tony Bruno (Cell) 542-1325 or (Home) 946-4606.***

Call the other part-time caretaker, where present, to offer the additional part-time shift. If the other part-time caretaker does not accept the additional hours, or if another part-time caretaker is not present, call a casual caretaker, if available, to offer the part-time shift.

The part-time caretaker must also leave a message with the school secretary, to report the absence.

When School is NOT in Session (e.g., Christmas, March Breaks, Summer and PA Days)

***During Catholic Education Centre hours (7:00 a.m. to 4:30 p.m.) contact Supervisor of Caretakers Tony Bruno (Office) 705-945-5417 or (Cell) 705-542-1325, then the Education Centre Receptionist (945-5400) regarding your absence.***

***Before/After Education Centre Hours (Before 7:00 a.m or after 4:30 p.m.), Contact Supervisor of Caretakers: Tony Bruno (Cell) 542-1325 or (Home) 946-4606.***

Education Centre Toll-Free Number: 1-800-267-0754

All carestaff are to complete a 'LEAVE REQUEST FORM' for prior approval for scheduled absences such as, vacations, unpaid leaves of absence, funeral leave and compassionate leave.

When no casual replacements are available for an absent caretaker, the remaining caretaker(s) in the school shall complete the "essential" duties of the absent caretaker. The "essential" duties include:

- || Lock interior and exterior doors
- || Remove garbage
- || Close windows and drapes/blinds
- || Check washrooms, flush toilets and urinals, where necessary.

When it is expected that staff member will be absent from work for an extended period of time (e.g., surgery), it is required that the following procedure be followed:

1. The staff member is to submit a medical note that should include the reason for absence, start date of leave and probable end date of absence from work.
2. The staff member should contact the School Board's Benefits Administrator, with respect to Long Term Disability Benefits and the Manager of Accounting/Payroll with respect to sick leave credits.  
If it appears that the absence will be quite lengthy, the staff member should discuss with the Benefits Administrator, the application for Long Term Disability Benefits, or continued use of accumulated sick leave days.
3. When the staff member wishes to return to work, he or she must provide a medical note stating he or she is able to return to work.

**NOTE: Occasionally, Darcus Wyslocky will be replacing Tony Bruno, his contact information is as follows: (Office) 705-945-5646 or (Cell) 705-206-4244**