



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.

<u>Sault Ste. Marie, East & North</u>
<u>Schools</u>
Teachers → Easy Connect
<u>Departments (e.g., Curriculum, Special Education)</u>
Coordinators, Consultants, Special Assignment Teachers → Easy Connect
Clerical → Easy Connect
<u>School Administration</u>
Principals → Easy Connect
V.P. → Easy Connect
<u>Support Staff</u>
<u>(Clerical, Educational Assistants, Early Childhood Educators, Noon Hour Aides)</u>
School Support Staff → Easy Connect

Board Office / Mount St. Joseph Non-Union Staff

Staff → Easy Connect

Carestaff

See attached excerpt from the Plant Procedures Manual

Dayworkers and Carpenters

Carpenters → Plant Maintenance Coordinator → Easy Connect
Dayworkers & 7-3 shift → Supervisor of Caretakers → Easy Connect

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) entered in Easy Connect.

Vice-Principal / Principal In-Lieu Time – Easy Connect

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.

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, East Caretakers and North Caretakers

When School is in Session and not in session (e.g. Christmas, March Break, Summer, PA Days):

1. Employee who is unable to report for work submit absences in Easy Connect

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

B. North – Caretakers

For Part-time Caretaker Absences

Before/After Education Centre Hours (Before 7:00 a.m or after 4:30 p.m.)

Call Principal to report your absence – the principal will call the other 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.

Education Centre Toll-Free Number: 705-945-5400 or 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 Attendance Support Administrator, with respect to Long Term Disability Benefits and 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 Attendance Support 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 to the Attendance Support Administrator stating he or she is able to return to work.