



OSTA

Ottawa Student
Transportation
Authority

Attendance and Absence from Work

Effective Date: June 27, 2011

Policy Code – Version: H7 – V1

Policy Name: Attendance and Absence from Work

Approved by motion of Board on 27/06/2011

Cross Reference

H6 - Hours of Work Policy

Related Forms

Application for Leave
Payment for Overtime
Approval of Compensatory Leave/Time in Lieu

Policy Statement

1. The effective operation of the Ottawa Student Transportation Authority (OSTA) depends to a large extent on a sustained safe and productive effort from all employees. The commitment of each employee to this effort is demonstrated in large part by her/his attendance. As OSTA works in a team environment, unscheduled absences from work inhibit progress and our ability to successfully meet day-to-day obligations.
2. The General Manager shall establish responsibilities, authority levels, and supporting procedures for the request of leave by OSTA staff.
3. The General Manager shall ensure that all staff are aware of approved leave reporting requirements and shall enforce established policies and procedures.
4. To maintain high levels of performance, OSTA is committed to promote and maintain high standards of attendance. An Attendance Management Program shall be implemented that assists in this commitment.
5. The Attendance Management Program shall identify and address patterns of excessive lateness or absenteeism.
6. OSTA recognizes that emergencies, illnesses, and/or pressing personal business may arise and unavoidably affect an employee's ability to attend at work during the usual work hours, and expects employees to avail themselves of the sick leave, personal leave, and vacation days that are provided for this purpose.

7. An employee's absence from work for one week without notification to the supervisor or the General Manager shall be considered a voluntary resignation. In such circumstances the General Manager may declare the employee's position abandoned.
8. The Collective Agreement and the Union-Exempt Employee Handbook shall provide guidance with respect to the various types of leaves with and without pay.