**NORQUEST COLLEGE**

# Attendance Management Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

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| **Functional category** | Human Resources |
| **Approval date** | January 12, 2022 |
| **Effective date** | January 12, 2022 |
| **Policy owner** | Vice President, People & Culture |
| **Policy administrator** | Director, People & Talent |

## Objective

NorQuest College (college) programs, services, and applied research are of high quality and in demand by learners and employers. The quality and delivery of these programs, services and research is directly attributable to the work performed by employees and can be affected by employee attendance. Monitoring and management of employee attendance is both a reasonable and prudent action to ensure that the college continues to be effectively and efficiently fulfill its mandate and objectives.

Authority to establish this policy is derived from the NorQuest College Board of Governors Policy No.5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

# Policy

The college will monitor and manage employee attendance to ensure that it continues to provide high quality programs, services and applied research.

By doing this, the college aims to:
- improve attendance by taking an active interest in the well-being of employees.
- manage and reduce the costs associated with employee absences.
- reduce the costs of vacation liabilities due to employees carrying excessive vacation days (i.e. no more than one year's vacation entitlement at any given time).
- minimize the disruption of services caused by unplanned absences.

The college recognizes that there will be times that employees will be away from work due to planned or unplanned absences. The college supports employees in these circumstances by way of benefit plans, vacation and support programs that include paid and unpaid absences from work for reasons such as illness, bereavement, maternity, adoption, parental and personal or emergency leaves all of which are outlined in the collective agreements and terms and conditions of employment.

The college also recognizes that regularly scheduled time off for rest, relaxation and personal pursuits contributes to the well-being of an employee and that a high level of attendance at work enables the planning and provision of its service. Likewise, the college recognizes that frequent absences from work can result in poor service provision, an increased work-load for colleagues, lower staff morale and higher costs.

**Key Principles**
The monitoring and management of attendance will consider the following key principles:
- there is a need to promote a positive work environment for employees.
- there is a need for a high level of attendance from employees.
- early intervention is appropriate and necessary where attendance falls below acceptable levels.

confidentiality of an employee's personal circumstances is always required.

# Definitions

N/A

# Related information

**NorQuest College**

- [Absences for Illness or Injury Procedure](#)
- [Attendance Management Roles & Responsibilities Procedure](#)
- [AUPE Collective Agreement](#)
- [College Property and Access Clearance Procedure](#)
- [Faculty Collective Agreement](#)
- [Leave Without Pay Procedure](#)
- [Management Terms and Conditions](#)
- [Maternity/Adoption/Parental Leave Procedure](#)
- [Out-of-Scope Employees Terms and Conditions](#)
- [Vacation Management Procedure](#)

**External**

- N/A

# Next review date

December 2025

# Revision history

| Date | Version Number | Action |
|------|----------------|--------|
| January 2012 | V1 | New (replaces Standard Practice 7.19 – Attendance Management and Recording) |
| August 2013 | V2 | Update for document links and branding |
| November 2014 | V3 | Update for change in policy owner and document links |

| June 2015 | V4 | Update document links |
|---|---|---|
| July 2015 | V5 | Update document standards, document links and next review date |
| September 2015 | V6 | Update document links |
| December 2015 | V7 | Updated |
| August 2019 | V8 (published as V7-C) | Compliance Office template & reorganization update |
| January 2021 | V9 (published as V8) | Update to reflect organizational changes and addition of leave types |
| January 2024 | V10 | Information, Risk & Compliance template update |