

THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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TO ALL CUPE 116 EMPLOYEES

Attendance Management Guidelines

University operations depend on the valuable contribution of our employees which includes regular attendance at work. Excessive absenteeism has effects on staff, faculty, clients and students. Attendance Management Guidelines have been developed to provide a clear process for the management of absenteeism, in order to foster a workplace culture of regular attendance at work and to promote health and wellness among our staff.

Highlights:

- Managers review attendance statistics, assessing the duration, frequency and predictability of absences, and decide which employees will be included in an attendance management program.
- Employees who are included in the program will meet with managers and union representatives to discuss the statistics on their absenteeism, the impacts of absenteeism on operations, the prognosis for regular attendance and the sources of support or accommodation.
- Employees with excessive absenteeism will be issued letters, highlighting the expectation of improvement.
- Employees who note that there may be an ongoing medical condition causing or contributing to their absenteeism may eventually have their medical situation reviewed in more detail by the Attendance Review Committee, composed of their manager, a union representative and a Human Resources representative.

Please refer to the Attendance Management Guidelines (CUPE 116) available online (www.hr.ubc.ca/files/pdf/advisory_services/Attendance_Management_Guidelines_CUPE_116.pdf) or by request through your supervisor or manager.

Please take some time to review. If you have any questions, speak with your supervisor or manager.