

Attendance Management Program

Frequently Asked Questions:

1. **Why are you asking about my attendance?**

As part of UBC's focus on delivering effective service and successful operations, we operate an Attendance Management Program. Under this program we review all unionized employees' attendance 3 times per year to make sure we have a strong shared understanding of your health and welfare and the benefits we have to support you.

2. **What are the steps in the Attendance Management Program?**

There are 4 steps in the Attendance Management Program. These levels are progressively more serious. The first meeting is a conversation about your health and welfare and the benefits we have to support you. If you reach the 4th and final level of the program, your employment may be in jeopardy.

We will make every effort to assist you in improving your attendance. Our goal is to never go through all 4 stages unless absolutely unavoidable.

3. **Why would I be asked to attend a formal Attendance Management Program meeting?**

When we perform our regular attendance review, if we find that you have taken 36 or more sick days over a three year period, or 12 or more sick days in the preceding year if you are a new employee, you may be asked to attend a formal Attendance Management Program meeting.

4. **I get 15 sick days per year. Why can't I use them?**

Sick leave is our short term disability plan—it's like an insurance policy. Each year, your unused sick days rollover in your sick bank to create a cushion in case you get sick or injured outside of the workplace and need more than 15 days to recuperate. This creates financial security when you need it most. That's why sick leave is only to be used when you're sick.

5. **Are you only looking at the sick leave numbers?**

No. We start with a conversation so we can both understand your individual circumstances. The numbers are just a way of starting that conversation.

6. **Are you looking for pattern absenteeism?**

Yes, pattern absenteeism is reviewed but it's dealt with through the investigation and disciplinary process NOT the Attendance Management Program. The Attendance Management Program only deals with non-culpable absenteeism (absences from work that are beyond your control).

7. **Do you expect me to come to work when I'm sick?**

No, we don't want you to come to work when you're sick. Each person's health is different and it's important that we work together to create a strong shared understanding of your health and welfare and the benefits we have to support you.

8. **Can I lose my job if I call in sick too much?**

We make every effort to support and assist people who are struggling to attend work on a regular and consistent basis. It's your responsibility to inform your manager if you have medical issues that may prevent you from attending work. Poor attendance can lead to termination of employment if it is not corrected.

9. **How much information am I expected to give my supervisor?**

We make every effort to support and assist employees. In order to better understand your particular circumstances, we will need to know some basic information. You will not be expected to provide a diagnosis or personal, private details of your medical condition. You only need to provide enough information to enable your manager to provide the appropriate support.

10. **Will I be paid out for any unused sick leave when I retire, resign or leave the University?**

No, sick leave is a short term disability plan. It has no monetary value, so it cannot be paid out upon retirement, resignation or any other reason for leaving the University.