CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

807 Reporting Absences from Work

DIRECTIONAL POLICY

Nurturing Employee Relations

Title of Administrative Procedure:

Reporting Absences from Work

Date Approved:

September 2026

Projected Review Date:

September 2031

Directional Policy Alignment:

The *Reporting Absences from Work Administrative Procedure* aligns with the *Nurturing Employee Relations Directional Policy*. The purpose of this Administrative Procedure is to identify the Board's expectations and requirements with respect to reporting absences from work.

Alignment with Multi-Year Strategic Plan:

The *Reporting Absences from Work Administrative Procedure* aligns with the priorities of the Multi-Year Strategic Plan by clearly outlining the requirements for when an employee will be absent from work. This helps to ensure that appropriate coverage can be provided and that student learning and operations continue during the employees' absence.

CDSBEO Strategic Plan

Purpose

The purpose of this procedure is to outline the Board's expectations of employees with regard to absence reporting. Clear guidelines will ensure that all employees understand their obligations to report absences, what documentation may be required to verify their absences, and what types of absences are eligible to be claimed as sick leave.

This procedure covers all employee groups in the Board. It is understood that each Collective Agreement and Terms and Conditions, as well as any signed Memoranda of Understanding supersede this procedure.

Action Required

1.0 Operating Procedures

1.1 All employees of the Board are required to communicate a known absence to their immediate Principal, Manager, or Supervisor through the Absence Replacement System as soon as they become aware they will not be at work.

1.2 As outlined below, an eligible employee may access sick leave benefits for reasons of personal illness or injury.

1.3 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to illness or injury as outlined in this Administrative Procedure.

2.0 Absences of Less Than Five (5) Consecutive Working Days Related to Personal Illness or Injury:

2.1 When an employee becomes aware they are ill or injured and cannot report to work, the absence must be immediately entered into the Absence Replacement System.

2.2 When reporting an absence, employees will attempt to provide as much notice as possible.

3.0 Absences of Five (5) Or More Consecutive Working Days Related to Personal Illness or Injury:

3.1 When an employee is going to be absent for five (5) or more consecutive working days, the employee will notify their Principal, Manager or Supervisor immediately of their absence. The employee may enter the Disability Management Program whereby medical documentation may be requested to facilitate early intervention, accommodation, and return to work efforts.

3.2 The Principal, Manager or Supervisor shall indicate to the employee that the Wellness and Disability Management Coordinator or designate will be notified of the employee's absence to enable early intervention and to facilitate a safe and timely return to work.

3.3 The Principal, Manager or Supervisor will notify the Wellness and Disability Management Coordinator or designate by email or telephone.

3.4 The Wellness and Disability Management Coordinator or designate, may require the employee to provide documentation completed on the standard Medical Certificate by the appropriate treating medical practitioner that may include the following information:

- the medically supported restrictions or limitations.
- confirmation of a diagnosable medical illness and the general nature of the illness.
- confirmation that the employee is participating in the appropriate treatment to expedite the employee's safe and timely return to work.
- confirmation of the employee's prognosis for recovery.
- any other information required to safely return the employee to work in a timely manner.
- treating medical practitioner's name, address, phone number and fax number.
- treating medical practitioner's signature.

3.5 Unless otherwise arranged, this documentation must be submitted by the employee or appropriate treating medical practitioner to the confidential email: **HR.Medical@cdsbeo.on.ca** within ten (10) working days of the date of the request.

4.0 Sick Leave Benefits:

4.1 An employee may access or may be eligible for sick leave benefits if they are disabled, which is defined as "a state of incapacity which is due to bodily injury or sickness, preventing the employee from working" for the Board for remuneration.

4.2 Sick leave benefits are not payable:

- in cases that are compensable by the Workplace Safety & Insurance Board (WSIB);
- for 12-month employees during scheduled vacation unless the illness requires hospitalization and/or due to serious illness or injury;
- when an employee is on an authorized unpaid leave of absence;
- when an employee has exhausted all eligible days under the Sick Leave Benefit Plan.
- while in receipt of full Long Term Disability (LTD) Benefits.
- when appropriate medical documentation has not been received.

4.3 To be eligible for sick leave benefits, the employee must follow the Board's procedures for reporting absences related to illness or injury and for returning to work.

4.4 The Board will accommodate the Return to Work and placement of temporary and/or permanently and/or partially disabled employees in accordance with *AP 806 - Disability Management - Early Intervention, Accommodations and Return to Work Administrative Procedure*.

4.5 Access to sick leave benefits may be denied for failure to provide all appropriate medical documentation requested. Appropriate medical documentation refers to, but is not limited to, medically supported restrictions and/or limitations as they relate to the employee's ability to meet the essential duties of their position. It is the employee's responsibility to submit appropriate documentation to the Wellness and Disability Management Coordinator or designate, as applicable.

4.6 In order to maintain access to sick leave benefits, the Wellness and Disability Management Coordinator or designate, may request the employee to attend an Independent Medical Assessment (IME) and/or have completed a Functional Abilities Evaluation (FAE) to determine the employee's restrictions and/or limitations related to the employee's position. This will assist in providing return to work and/or accommodation options. In requesting the IME, the following protocol will apply:

a. If the Wellness and Disability Management Coordinator or designate, reasonably requires medical information to determine whether an employee is able to return to work or should properly remain off of work and in receipt of sick leave benefits, the Wellness and Disability Management Coordinator or designate, shall so advise the employee and request that such information be provided.
b. The employee is required to provide the requested medical documentation to the Wellness and Disability Management Coordinator or designate, in response to the request.
c. The Wellness and Disability Management Coordinator or designate will review the documentation provided by the employee. If the Wellness and Disability Management Coordinator or designate deems the medical information is insufficient, they will clearly explain to the employee why the information is not adequate.
d. The employee will be given an opportunity to provide the Wellness and Disability Management Coordinator or designate, with further medical information.
e. The Wellness and Disability Management Coordinator or designate will review any further documentation provided by the employee. If the entirety of the medical documentation provided does not reasonably permit the Wellness and Disability Management Coordinator or designate, to determine whether the employee should return to work or remain off work, the employee may be requested to submit to an IME.
f. If the employee fails to attend the IME or does not, prior to the IME, provide the

Wellness and Disability Management Coordinator or designate, with further medical information to reasonably permit the Wellness and Disability Management Coordinator or designate, to determine whether the employee should return to work or remain off of work, the employee's wages and/or benefits may be discontinued.

5.0 Absences Related to Personal Medical/Dental Appointments:

5.1 As outlined below, an eligible employee may access sick leave benefits for attendance at a personal medical/dental appointment. It is important that employees are familiar with their entitlements with respect to medical/dental appointments as outlined in their Collective Agreements or Terms and Conditions.

5.2 To be eligible for sick leave benefits, an employee must follow the Board's procedures for reporting absences related to personal medical/dental appointments as outlined in this Administrative Procedure.

5.3 To be eligible for payment for personal medical/dental appointments through deduction from sick leave, where applicable, the employee must follow the Board's procedures for reporting absences related to medical/dental appointments as outlined in this Administrative Procedure.

5.4 Employees shall make every reasonable effort to schedule medical/dental appointments outside scheduled work hours.

5.5 The Board recognizes that some medical/dental practitioners do not offer hours outside of regular work hours, as such, attending medical/dental appointments during work hours may be unavoidable. However, all employees must attempt to schedule personal medical/dental appointments either at the beginning of the day or the end of the day to minimize their absence from work.

6.0 Absences Related to Professional Development:

6.1 When an employee is going to be absent from their regular duties because of Board Professional Development (PD), the absence must be reported in the Absence Replacement System in a timely manner so appropriate coverage, where applicable, can be obtained.

6.2 Failure to enter an absence or not entering an absence for PD in a timely manner into the automated callout system may result in no coverage being available. In such instances, the employee's attendance at the PD may be cancelled and the employee may be required to attend to their regular duties.

7.0 Personal Leaves/Vacation:

7.1 Employees who require and qualify for paid personal leave, unpaid personal leave, or vacation time must first request the time off using the appropriate Leave Request System. This form is submitted digitally by the employee to the Principal, Manager or Supervisor and/or the Human Resource Department.

7.2 The employee will receive a notification indicating when the request has been approved or denied. If the request is approved, the employee must immediately enter the absence into the automated callout system. If the request is denied, the employee is required to attend work.

7.3 Employees should reference their applicable Collective Agreements or Terms and Conditions regarding Personal Leaves/Vacation.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing the Absence Reporting Administrative Procedure to ensure its alignment with the Nurturing Employee Relations Directional Policy.
- Reviewing this administrative procedure as part of its regular policy and procedures review cycle.

The Chief Executive Officer is responsible for:

- Designating resources for ensuring the implementation of and compliance with this administrative procedure.

Superintendents of School Effectiveness and System Portfolios are responsible for:

- Ensuring Principals, Managers and Supervisors are consistent with the application of this Administrative Procedure.
- Ensuring that any employee, for whom they have supervisory responsibility, are aware of the requirements under this Administrative Procedure and that employees follow the requirement for reporting absences from work.

Wellness and Disability Management Coordinator or Designate is responsible for:

- Requesting proof of continuing disability from the employee in the case of absences of more than 5 consecutive working days, at appropriate intervals, in order to maintain the sick leave benefit or determine if participation in a Return-to-Work Program is appropriate.
- Receive all medical documentation required, through HR.Medical@cdsbeo.on.ca, and provide support to the employee during their time of disability.

- Assisting the Principal, Manager or Supervisor by maintaining contact with employees disabled for more than 5 consecutive working days, verifying that the employee is under the active care of the appropriate medical practitioner and following an appropriate treatment plan, and advise the Principal, Manager or Supervisor of the expected return to work date, when known.
- Developing an appropriate Return to Work Plan, including appropriate accommodation and/or modification recommendations, based on the employee's restrictions and/or limitations.

Principals and Vice-Principals are responsible for:

- Communicating the *Reporting Absences From Work Administrative Procedure* to the employee.
- Ensuring the daily maintenance of accurate, up-to-date records regarding employees' absences as designated by Human Resources.
- Monitoring individual employee absenteeism records as designated by Human Resources.
- Ensuring employee confidentiality in relation to absences and medical information.
- Contacting the Wellness and Disability Management Coordinator or designate, for assistance when restrictions and /or limitations have been identified.
- Directing all employees to send their medical documentation directly to HR.medical@cdsbeo.on.ca in a secure and confidential manner.
- Advising employees of their obligation to provide satisfactory written proof of disability, as required, confirming disability, and ensuring continued payment of sick leave benefits. Principals, Managers and Supervisors shall not require an employee to sign a release to authorize collection of medical information.
- Participating in the development of the employee's Return to Work Plan, including providing accommodations and/or modifications to the employee's duties and/or hours, based on recommendations from the Wellness and Disability Management Coordinator or designate.

Employees are responsible for:

- Ensuring they are familiar with the appropriate software programs so leaves can be reported and requested (e.g. Smart Find Express, Leave Request Tool).
- Consistently attending work in their designated position with the Board.
- Scheduling appointments outside of regular work hours wherever possible.
- Personally, reporting an absence, unless the employee is incapacitated and unable to do so. Failure to report absences at the first opportunity, in accordance with these procedures, may result in denial of pay and/or benefits.
- Assuming responsibility for the costs associated with the initial documentation from the appropriate treating medical practitioner in relation to the absence. Costs associated

with subsequent request(s) for medical documentation by the Wellness and Disability Management Coordinator or designate, will be borne by the Board. The Board will review based on the Collective Agreement or Terms and Conditions and the established practices.

- Providing satisfactory medical documentation, in the form of a standardized Medical Certificate or Abilities Form, by the appropriate treating medical practitioner, in accordance with this administrative procedure to ensure eligibility for sick leave benefits.
- Participating in appropriate treatment, as determined by the treating medical practitioner(s), to ensure a safe and timely return to work.

Progress Indicators

- All employees of the Board are aware of their responsibility to report absences from work as outlined in this Administrative Procedure.
- Absences from work are minimized wherever possible.

Definitions

Disabled - a state of incapacity which is due to bodily injury or sickness, preventing the employee from working for the Board for remuneration.

Independent Medical Evaluation (IME) – an objective, third-party medical assessment conducted by a healthcare professional who has no prior treatment relationship with the patient.

Functional Abilities Evaluation (FAE) - a comprehensive, objective assessment that measures an individual's physical or cognitive capabilities. It determines exactly what tasks a person can safely perform and identifies specific functional limitations, usually to guide rehabilitation, workplace accommodations, or disability claims.

Related Documents

OECTA Medical Certificate

CUPE Medical Certificate

Non-Affiliated Medical Certificate

References

806 - Disability Management - Early Intervention, Accommodations and Return to Work Administrative Procedure