

Memo #3

Date: September 27, 2021

To: Members

Re: **Board Attendance Management Program**

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## **Attendance Management Program**

The Ministry of Education required each school board to create and roll-out their Attendance Management Program a number of years ago. Our Board rolled out their revamped Attendance Management Program September 2018. It was paused for the end of 2020, but they made the decision to restart the program in the 2020-2021 school year – yes during a pandemic. Below you will find important information about the program, and how it can

### **Entering the Attendance Management Program:**

An employee will enter Attendance Support when they **meet** (11) full-time equivalent (FTE) days of sick leave absence in a school year, September 1<sup>st</sup> to August 31<sup>st</sup>, **which have not been deemed to be medically supported** by SMCDSB's Disability Management Office (DMO). You will receive notification from the Board's Attendance Management Department (AMD). We will contact you via your Board email with information and a request to contact the Unit Office to discuss your situation.

### **Medically Supported Absences:**

These are absences that are supported by a medical practitioner, and submitted to the Board's Disability Management Office ([gvanclieaf@smcdsb.on.ca](mailto:gvanclieaf@smcdsb.on.ca)). It is after medical is provided, that the Board's DMO will either approve, not approve or ask for information.

If approved, verification of medically supported dates is then sent to the Board's Attendance Management Program Department, and communication will be sent to AMD. These days will not count towards the 11 sick day threshold.

The Board will not accept a "blank medical note" stating that teacher is off for medical reasons. We suggest using the Medical Certificate – see attached. Specific dates of absences and nature of illness must be included on the Medical Certificate.

Any medical information provided to the Board's DMO is private and treated as such.

**Note:** The Medical Certificate – which includes personal and confidential information – is sent to the DMO Board, **not the Attendance Management Department** and **not your principal**. Providing medical information – even informally – will not prevent you from entering AMP.

### **Exiting the Attendance Management Program:**

An employee will exit Attendance Support when they maintain an absenteeism rate that is below the threshold outlined in Section 3.1.1 of the AMP document for an entire school year, September 1<sup>st</sup> to August 31<sup>st</sup>. Upon exiting Attendance Support Program, the employee will receive written notification via their Board email account.

### **Re-entry to Attendance Management Program:**

An employee who exits Attendance Support and subsequently meets/exceeds the threshold during either of the next **two (2) school years**, will re-enter Attendance Support at the step at which they exited the process.

### **Use of Sick Days and Medical Appointments:**

It is important to point out that our 11 sick days (paid at 100%) and 120 Short Term Leave Days (paid at 90% - with potential to top-up) are for the **sole use of the teacher**. Any medical appointments or sick family members fall under 8:01 E of our local Collective Agreement, where it references the ability to use two (2) personal days, and two (2) serious family illness days.

### **Those with an Ongoing or Chronic Illnesses:**

AMP may create some concerns for teachers that experience ongoing or chronic medical concerns - migraines, irritable bowel syndrome, Crohns, etc.

Those teachers that are off due to medically supported reasons (determined by the DMO) would be excluded from any Attendance Meetings.

However, teachers that have ongoing medical issues/concerns that have not been reported to the Disability Management Coordinator (not your principal or union) may be required to have a meeting. In order to avoid the stress and anxiety and possible disclosure of personal medical concerns, I am suggesting the following steps:

1. Contact the Unit Office for assistance
2. Bring the attached Medical Certificate to your family physician or specialist to complete.
  - Please have your doctor specify that this medical issue/concern may result in you being absent for x# of days per month
  - if you are charged for completion, please pay and submit the receipt with the medical certificate to the Disability Manager for reimbursement. The Board will reimburse up to \$45.
3. Send in the completed Medical Certificate to Gord Van Clieaf ([gvanclieaf@smcdsb.on.ca](mailto:gvanclieaf@smcdsb.on.ca)) or confidential fax 705-812-0035. There is **no need** (and we discourage you to do so) to provide this information to your principal if you don't want to share any private or personal information with them.
4. I am suggesting that on a quarterly basis, go to your doctor and have them complete a medical note (same reimbursement applies) referencing previous absences/dates that were the result of your ongoing medical issue/concern and send the note to Gord Van Clieaf.

The hope is, taking these steps may reduce the stress of being part of the Attendance Management Program.

You can find the **Attendance Management Program** (AMP) document on Employee Connect – under Need to Know as an Employee > HR, Payroll and Benefits > View All. To the right is a box of titles, or scroll to the bottom and you will find a quick link.

**IMPORTANT: If you are asked to attend an Attendance Management Meeting, make sure you contact the Unit Office. Either Shannon McGlynn or I will attend the meeting with you.**

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815**