



Unauthorized Absence

Background

These guidelines provide information relating to unauthorized absence.

Guidelines

Employees are required to report absences to their supervisor. When an employee fails to report an absence or if they cannot justify an absence without proper certification, they are considered to be absent without permission.

In such cases the Superintendent, in consultation with supervisors and the Associate Superintendent, is authorized to:

- a) Withhold pay for the day(s) of the unauthorized absence;
- b) Take other disciplinary measures as they deem appropriate, up to and including suspension or termination of employment

If the unauthorized absence is for greater than five (5) days, the employee may be dismissed with cause, on the basis of "abandonment of duty".

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	Reporting absences to their supervisor prior to the commencement of the workday. Recording their personal absence(s) in Atrieve.	Employees
2.	Ensuring employees record their absence(s) in Atrieve. In a situation where the employee is unable to record their personal absence supervisors may do so on their behalf (this should be the exception rather than the norm).	Supervisors
3.	Supporting employees and supervisors in the interpretation and enforcement of these guidelines.	Superintendent/ Deputy Superintendent/ Associate Superintendents
4.	Supporting employees and supervisors in the interpretation of these guidelines, including investigating violations as required.	Human Resources

References:

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.