

**Policy No. & Title: P202: ABSENCE MANAGEMENT***Policy Sponsor:* Chief Human Resources Officer*Effective:* 2015-05-27*Next Review:* 2020-05-27*Approvals:* 1988-05-13/SA-87-17; 2005-12-14/AC-05-04; 2007-04-04/AC-06-07;  
2010-03-03/AC-09-06; 2012 04 25/SLC-11-11; 2012 11 28/SLC-12-05.**1. PURPOSE**

The purpose of this policy is to establish a framework for the management of employee absence in an appropriate and timely manner. The College is committed to ensuring that employees receive appropriate value from absence-related benefit plans and that employees are treated in a compassionate, timely and business-like fashion in the process. Achieving this result requires close co-operation between the employee and the College or its agents.

**2. POLICY**

This policy applies to all full-time College employees. The Policy Sponsor develops and implements a system to achieve the purpose of this policy and that aligns with the mission, vision and strategic goals of the College, and reflects College values.

**3. REFERENCES**

[College Policies](#)

[P103: Safe College Campus](#)

[P201: Early and Safe Return to Work](#)

[1-F-10: Cancellation of Classes or Closure of College Locations](#)

**4. ADDENDA**

Procedure A: REPORTING EMPLOYEE ABSENCE

Procedure B: EMPLOYEE INSTRUCTIONS REGARDING WORK-RELATED MEDICAL ABSENCE

Form 1: HEALTH CARE PROFESSIONAL LETTER

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*Policy No. & Title:* P202: ABSENCE MANAGEMENT

*Addendum:* **Procedure A: REPORTING EMPLOYEE ABSENCE**

*Issued by:* Chief Human Resources Officer

*Effective:* 2015-05-27

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## **1. PURPOSE**

The purpose of this document is to provide a system for the consistent, accurate and timely reporting of the absences of full-time employees.

## **2. DEFINITIONS**

*Third Party Agent:* The Company hired by the College to manage short-term disability claims, WSIB-related claims and to develop return to work plans based on functional abilities determined by health care professionals.

## **3. COLLEGE CLOSURE** (see policy 1-F-10)

Non-attendance for work as a result of a College location closure is not to be considered an employment benefit. Decisions concerning closure may affect employees differently. A decision to close may result in the requirement for some employees to attend for work because their assigned duties are to be performed at a location that remains open despite the closure of other College locations.

The College reserves the right to require attendance at work of any employee at a College location that has been closed. The employee is paid for the hours worked. Extra payment or compensatory time-off is not given for performance of regular duties during the employee's regular work hours at a time when a location is closed.

Where a decision is made to close a College location and employees scheduled to work are not required to attend for work or are sent home, for pay purposes full-time employees are treated as though they were actively at work.

An employee who would have been absent on paid leave during the time a location is closed is not entitled to time off in lieu of the closure. Employees on approved leave (i.e., vacation, sick leave, paid leave of absence) continue to be compensated and their time is recorded as it would have been had there been no closure.

Employees on unpaid leave of absence or who are not scheduled to work during the time a location is closed are not entitled to additional pay or compensatory time off.

## **4. RESPONSIBILITIES**

### **4.1. The College**

The College administers an absence management program. The College determines whether required approvals and documentation are in place to substantiate an absence. Where an absence is not substantiated, disability benefits may be discontinued.

In the case where a claim has been made to WSIB and benefits have been paid by the College to an employee, should WSIB deny the claim, any overpayment of benefits will be recovered. In such case, sick leave benefits will be considered only after the employee has submitted satisfactory medical documentation to the College or its agent to substantiate the absence.

#### 4.2. The Supervisor

The supervisor ensures that appropriate approvals are in place and documentation completed. The supervisor and the Human Resources Consultant, where appropriate, maintain regular contact with the employee and ensure that information relating to employment status, pay, benefits, pension and any other rights and entitlements, is relayed to the employee.

#### 4.3. The Employee

The employee immediately reports expected or actual absence from work in accordance with Procedure A of this policy and otherwise complies with the provisions of this policy and its appendices, and in particular with the requirement to provide documentation to substantiate absence from work.

#### 4.4. Chief Human Resources Officer

The Chief Human Resources Officer develops, maintains and implements procedures that achieve the objectives of this policy. For ease of access, the procedures are attached to this policy in the College Policy Manual. Such procedures may be amended by the Director without reference to Senior Leadership Council.

### 5. REPORTING EMPLOYEE ABSENCE

The following procedures apply to absences of full-time employees.

#### 5.1. Absence for Medical Reason

##### *5.1.1. Reporting Non-Work-Related Medical Absence*

The employee immediately notifies their supervisor of a medical absence from work and the expected date of return to work.

The supervisor reports the absence to Human Resources by means of the absence management system. If such absence is expected to exceed 5 days, the supervisor also immediately reports this fact by email to nonocc@fanshawec.ca.

In the case of medical absence in excess of five working days, for short term disability benefits to be initiated or continued, the College reserves the right to require a satisfactory certificate of medical incapacitation.

In the case of medical absence of any duration, and where there are reasonable grounds to do so, the College may require an employee to submit a satisfactory certificate of medical incapacitation, or to submit to a College-funded medical examination.

The Employee is responsible for the cost of obtaining initial medical documentation to support a medical absence.

##### *5.1.2. Reporting Work-Related Medical Absence*

When a medical absence is identified as work-related, the employee and supervisor follow Guideline B and complete an Incident Investigation Report form. The supervisor reports the absence to Human Resources by contacting the RTW Coordinator and or their HRC.

##### *5.1.3. Return to Work Following Medical Absence*

An employee who is able to return to work following medical absence and who has functional restrictions requiring modified work or suitable work accommodation for a limited period of time, should refer to policy P201: Early and Safe Return to Work.

The supervisor of an employee who is returning to work on reduced hours following medical absence reports absence due to reduced work load to Human Resources through the absence management system.

If, when an employee requests to return to work following medical absence, there is reason to believe that the employee is unfit to do so, or that the employee might pose a danger to self or any other person or to College property, the College reserves the right to require a satisfactory certificate of medical fitness before the employee returns to work.

#### 5.2. Reporting Vacation

Vacation is approved in advance by the employee's immediate supervisor.

For all employees, the supervisor reports vacation to Human Resources through the absence management system

In the case of faculty, where vacation is taken outside of the designated two month vacation period scheduled by the College, prior approval of the supervisor is required and the two month vacation period is adjusted accordingly.

#### 5.3. Reporting Leave of Absence

Leaves of absence are approved in advance by the employee's immediate supervisor.

Supervisors report leaves of absence to Human Resources on an Absence Report. The

Absence Report is submitted in sufficient time to allow Benefits and Compensation to implement any required adjustments to salary and benefits. Additional documentation may be required in some cases.

#### 5.4. Reporting Absence due to Active, Severe Weather

Where an employee is unable to attend at the assigned place of work because of active, severe weather conditions, and that location has not been closed by the College, the employee shall notify their Supervisor. The employee is paid provided that, in the opinion of the Supervisor, the time missed can be made up at a later date. Where this work cannot be made up at a later date, the Supervisor may withhold pay.

The following work make up options are available at the discretion of the Supervisor:

- Time missed can be worked at a later date,
- Time missed can be treated as time in lieu of overtime or accumulated time,
- Time missed can be treated as vacation,
- Time missed can be treated as leave without pay,
- In extenuating circumstances the employee may apply for leave with pay. (Each situation will be considered individually on its own merits and a determination made in consultation with Human Resources, or other mutually agreed options as determined in consultation with Human Resources), or
- Other mutually agreed options as determined in consultation with Human Resources.

*Policy No. & Title:* P202: ABSENCE MANAGEMENT

*Addendum:* **Procedure B: EMPLOYEE INSTRUCTIONS REGARDING WORK-RELATED MEDICAL ABSENCE**

*Issued by:* Chief Human Resources Officer

*Effective:* 2015-05-27

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Fanshawe College is committed to ensuring a safe and timely return to work. The College makes every reasonable effort to provide suitable alternate duties if you are unable to perform your normal duties as a result of a work-related injury or illness. Our goal is to provide you with the opportunity to return to work within your level of ability throughout your recovery.

A successful return to work program relies on collaboration among your supervisor, WSIB and you. A Third Party Agent has been engaged by the College to manage WSIB-related claims and to develop return to work plans based on functional abilities determined by your health care professional.

If you are injured at work or become ill as a result of a work activity, forms must be completed and returned to your immediate Supervisor within 24 hours of reporting your injury. Please review and comply with the responsibilities listed below:

1. If required and available, first aid should be provided by a qualified person.
2. Immediately report any injury or illness to your supervisor regardless of the severity. Complete the Incident Investigation Report with your supervisor.
3. If you seek medical care, provide the health care professional (i.e. Physician, Chiropractor, Physiotherapist, etc.) with the attached Health Care Professional Letter.
4. Ask the treating health care professional to complete the Functional Ability Section of the WSIB Form 8 (this form is provided by the health care professional) and to give a copy to you.
5. Return the Functional Ability Section of the Form 8 from the health care professional to your supervisor within 24 hours.
6. A Case Manager from the College's third party agent may contact you to discuss your injury or illness and the early and safe return to work program. You are required to cooperate and participate in the return to work plan and any associated rehabilitation program. The Case Manager may ask you to complete a Consent to Disclose Personal Health Information form.
7. If you expect to lose time from work, notify your supervisor and tell them when you expect to return to work. Maintain contact with your supervisor during the period of your absence.
8. Anytime you seek medical treatment and your restrictions or functional abilities change, provide an update to your supervisor. Notify your supervisor immediately if you are cleared to work your normal duties.
9. Complete the WSIB Worker Report of Injury (Form 6 – this is mailed to you by WSIB) and provide a copy to your Supervisor as soon as possible.

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*Addendum:* **Form 1: HEALTH CARE PROFESSIONAL LETTER**

*Issued by:* Chief Human Resources Officer

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Dear Health Care Professional,

Your patient is an employee of Fanshawe College, who has sustained a workplace injury or illness that has resulted in lost time from work. Fanshawe College is committed to supporting the worker's return to safe and productive work as soon as medically possible, and will make every reasonable effort to provide modified employment based on the worker's abilities.

Fanshawe College has an extensive modified return to work program. The goal of this program is to integrate ill or injured workers back into the workplace in a capacity that is suitable to their post-injury/illness functional abilities. This modified return to work program can help the worker maintain a sense of productivity and purpose improve the worker's chance of recovery and minimize the financial impact of lost time from work.

To ensure a Timely & Safe Return to Work, we ask that you complete the functional abilities section of the Form 8 in detail and provide it to our employee at the time of their examination.

Medical information or functional ability details can also be faxed to the Occupational Health Nurse at Fanshawe College via the confidential fax line at 519-455-7803.

Suitable work assignments will be identified based on the information you provide, and will allow our employee to remain an essential part of our operation throughout his/her recovery.

Thank you, in advance, for your timely anticipated response.

Yours truly,

Fanshawe Employee Name  
Return to Work Coordinator, Fanshawe College  
1001 Fanshawe College Boulevard, P.O. Box 7005, London, Ontario N5Y 5R6  
Phone 519-452-4430, ext. xxxx

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