

Attendance Support Program Policy Workplan

Date: February 4, 2025

POLICY INFORMATION

Policy: Workplace Accommodation for Employees
with Disabilities

Section: Human Resources

Last reviewed: November 19, 2015

Lead department: Human Resources

Phase I. INITIATE POLICY REVIEW/NEW POLICY DEVELOPMENT

This workplan will be discussed at the Governance and Policy Committee (GAP) meeting on February 4, 2025.

Content Changes:

The PPM notes that workplace accommodation for employees with disabilities is an aspect of attendance support. The required content from the current Workplace Accommodation for Employees with Disabilities Policy can therefore be incorporated into the Attendance Support Program Policy.

The PPM also notes that boards are to include the following in an Attendance Support Program:

- statement of principles and objectives
- definitions of absences
- attendance threshold
- defined roles and responsibilities
- documented processes and procedures
- monitoring, evaluating and reviewing processes

The proposed content changes/new policy are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions
- Operational requirements
- Simplify and/or update language
- Other

Phase II. ENGAGEMENT

Engagement Plan

Are external engagements applicable to this Policy?

- Yes
- No (*Ministry of Education mandated policy or corporate policy not requiring engagement*)

Stakeholders to engage:

- Union and Association Partners
- Timing required for engagement: Spring 2025

Phase III. DRAFTING, REVIEW AND APPROVAL

- Staff draft updated or new policy with stakeholder feedback presented to GAP for review, input and approval during the month of June 2025
- Following direction and approval by GAP, the revised Policy will be presented to the Board during the month of September 2025