



## 5.3 Attendance Policy

### Intent

The objective of this policy is to address and/or correct absenteeism and attendance issues before they become counterproductive and/or disruptive to the company.

### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specifics concerning attendance. Where a Collective Agreement is silent on the issue, this policy shall dictate attendance requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

The employer places a high value on attendance and punctuality, and expects all employees to arrive at work on time every day they are scheduled.

Every role is essential to the successful operation of our hotels; therefore, punctuality and attendance are vital to ensuring the successful operations of the company. The employer requires employees to report to work 10-15 minutes prior to the beginning of their shift in order to properly familiarize themselves with the events of the day and to receive any updated instructions that will be relevant during their shift.

In order to help ensure employees arrive on time for their scheduled shifts, management will make certain that weekly schedules are posted at least 48 hours in advance of the employee's first scheduled shift of the week. Should an employee wish to make a request for day(s) off they are required to fill out a request form and deliver it to their department manager before the posting of the schedule. Management will do their best to accommodate all requests; however, there may be times where these requests may not be granted due to staffing coverage and scheduling difficulties.

It is expected that employees will be in uniform and ready to work prior to signing in at the beginning of their shift.

The sign in/out system is called Advance Tracker and is in the staff room of each property. Management will ensure each staff member is set up in the system and receives adequate training to enable them to use the tracking system. Employees who encounter difficulties signing in or out are requested to notify the on shift manager immediately. It is the responsibility of each employee to ensure that they are signed in and out.

The employer considers an employee absent if he or she does not attend work as scheduled, regardless of cause.

1. Each employee is responsible for notifying management when an absence occurs, regardless of cause and is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive corrective action up to and including termination.
2. An employee who does not intend to report to work because of illness, or any other reason must notify his/her on-shift manager a minimum of three hours prior to their scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action.
3. Employees who anticipate being late for work must inform the on-shift manager immediately upon becoming aware that they will be late.



4. Employees who are absent for more than three consecutive days are required to submit a note from a licensed physician or medical practitioner stating the nature of the illness and/or medical condition that led to the absence. Employees absent due to a work-related illness or injury may be required to submit to a physical examination before returning to work.
5. Any employee who remains absent for more than three consecutive shifts without contacting the company, shall be considered as having abandoned their shift and resigned his or her position.
6. Any employee who has been absent due to illness or injury for more than 10 days per calendar year shall have their attendance record reviewed; he or she may be required to submit a physician's note or other medical evidence to validate additional sick days for that year.
7. Abuse of sick days will not be tolerated. Management has been instructed to remain vigilant in the following sick leave patterns:
  - Absence on weekends where the employee is scheduled to work.
  - Absences the day before and/or the day after scheduled vacation day(s) or statutory holiday(s).
  - Absences the day immediately following a pay day.
  - Situations where the absence(s) coincides with requested days off that were not granted.
8. Unexcused and/or unauthorized absences will result in the employee forfeiting his or her pay for the duration of the absence.

Each department is required to accurately maintain its own set of attendance records. Management will periodically examine these records to ensure that attendance issues do not continue unabated.

Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy shall be administered per the Progressive Discipline Policy.

**RELEVANT DOCUMENTS:**

Progressive Discipline Policy

Employee Leave Policy