

January 4, 2016

TO: ALL EMPLOYEES

**Re: Attendance Support Program**

I would like to invite you to review the draft copy of the Board's Attendance Support Program, which is scheduled to begin this winter. There are web pages on our site [www.srsrb.ca](http://www.srsrb.ca) under Staff – Attendance Support. A brochure is also included that highlights the major aspects of the program.

Board goals include areas of student achievement creating a healthy and safe work environment for all employees, realizing that there is a positive correlation between employee effectiveness and student achievement. This applies to all employees in our system as we all have valuable roles to play in supporting student success.

In turn, we realize that we must put measures in place to determine what root causes of absences are in order to remove barriers that may affect regular attendance and to promote employee engagement. Often, absences are unmonitored and failure to address issues lead to disengagement, more stress and further illness. This creates inconsistency in the workplace and places increased burden on other employees. We have all heard the anecdotal cases of workload and stress, but have no concrete means to find out what we can do to help.

In the past few years, we have offered support and spent a great deal of time working on performance management cycles to support employees who are struggling. We implemented several employee accommodations and also began a return to work program for employees on long-term absences. This is the next step.

This is a program based on offering assistance, not discipline. Our goal is to be consistent, fair and sympathetic to employees while promoting attendance at work. All employees can expect fair treatment and a supportive approach. Senior management has committed to support this program and will incorporate goals related to a healthy and safe work environment in the annual business plan. Human resources staff and administrators and supervisors will be respectful and follow effective, standard procedures.

We welcome your input as we embark on this new initiative.

Tina L. Munro  
Director of Human Resources