REPORTING ABSENCES

PURPOSE:
To establish a procedure for reporting absences from work.

POLICY:
1. The Town of South Bruce Peninsula is committed to promoting and maintaining high levels of attendance in order to realize its organizational objectives.

2. The Town of South Bruce Peninsula expects you to:
   - Notify your supervisor and/or the CAO as far in advance as possible if you intend to be absent from work, as well as how long you expect to be absent;
   - Attend to your personal obligations outside of working hours or by using your lieu time or vacation time;
   - Provide the Town of South Bruce Peninsula with enough information to allow us to assist you, to the extent reasonably possible, in attending work on a regular basis.

3. Absences within a department for positions other than Department Heads will be managed by the Department Head. Communication regarding the absence will be subject to Item 5 below.

4. Subject to Item 5 below, Department Head absences from work will be communicated to the supervisor or the Mayor. Absences in accordance with the Sick Leave policy will be communicated to Council at the earliest available closed session.

5. Unless express permission is received from the individual in a written format, medical or personal information will not be relayed to Council or staff through email or any open forum.