

Title	Attendance Support Program (ASP)	Policy No.	3010
Department	HUMAN RESOURCE SERVICES		
Reference(s)	<i>Ontario Human Rights Code</i>	Effective Date	2010 May

It is the policy of the Board to establish attendance expectations for the organization and offer assistance to employees who are absent from work to enable them to attend work regularly and productively.

Employee Attendance Philosophy

All employees contribute to the Board's mission and their attendance is essential to maintaining quality of services, consistency of support to students, staff and the community, as well as ensuring a fair distribution of work among colleagues.

All employees have a responsibility for maintaining their health to ensure their regular and prompt attendance at work.

The Attendance Support Program's primary focus, through the work of a variety of Board initiatives and committee recommendations, is to create and maintain a healthy workplace, which includes the physical and social environment, as well as personal health practices.

Addressing workplace wellness issues and promoting a healthy workplace will support employees so they are able to attend work regularly and contribute to the organization's success.

Administered By	HUMAN RESOURCE SERVICES	Board Resolution No.	16.d.1
Amendment Date(s)	2011 June 28	Amendment Resolution No.	12.h