



## MEMORANDUM

The Corporation of Delta  
HUMAN RESOURCES & CORPORATE PLANNING

To: **Delta Staff**

From: **Sean McGill**  
**Director of Human Resources & Corporate Planning**

Date: **October 19, 2012**

Subject: **Attendance Management & Support Program - Revised**

CC: **George V. Harvie, Chief Administrative Officer**

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As part of the Attendance Management & Support Program, Human Resources produces an attendance management report that is based on a yearly attendance average (separated by inside and outside workers). This report is provided to managers on a quarterly basis to facilitate discussions with those employees whose annual sick leave usage exceeds the yearly attendance average. The intentions of the discussions are to provide sufficient opportunity for the employee to improve their attendance over time.

The Chief Administrative Officer has approved revisions to Delta's Attendance Management & Support Program. The revisions are based on feedback received from the management group. Effective immediately the following revisions have been implemented on a one-year trial basis:

- Employees whose attendance exceeds the yearly average but who have been absent for only **one specific incident** (such as a major illness or injury) will not require further monitoring. No discussion is required.
- Employees whose attendance exceeds the yearly average but who have **not been absent in the last 3 months** (or since their previous discussion with their manager) will not be subject to further discussions. No follow up discussion is required in the current quarter.
- Employees who have **lower than the yearly average** for the previous quarter will not be required to submit a medical certificate for absences that exceed two (2) work days, except when requested by the Employer and as outlined in the Collective Agreement. Employees who have **higher than the yearly average** for the previous quarter will still be required to submit a Delta's medical certificate for all absences that exceed two (2) work days.

Please contact Human Resources at 604.946.3246 if you require additional information.

Sean McGill  
Director of Human Resources & Corporate Planning

*Attachment: Attendance Management & Support Program Guidelines (amended)*