

**APPENDIX C**

**Attendance Support and Management Policy Discussion #3**

This form is a non-disciplinary record of the fact that discussions regarding attendance has occurred concerning innocent absences.

Date: \_\_\_\_\_ Reported Absences (HRS) as of today: \_\_\_\_\_  
Employee: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

This discussion is occurring because the records of Health PEI demonstrate that the employee's innocent absences have reached or exceed 135 hours within a 12-month period.

It is confirmed that at this discussion, the following was discussed:

1. The impact of absenteeism in the operation of Health PEI and on the employee's co-workers;
2. A review of the employee's attendance records, including a review of Section 2 of the Attendance Management Policy so the employee fully understands the types of absences which are not considered an absence for the purpose of this policy;
3. Consideration of the circumstances of the individual employee, the nature of the work; and if relevant, consider whether a deviation of any or all of the accumulated absences in accordance with Clause 9 of this Policy is appropriate;
4. Regular attendance is a performance expectation;
5. Health PEI's concern about the employee's innocent absences and a clear indication the employee needs to improve attendance and reduce absences;
6. The employee was specifically advised that, in accordance with the Attendance Management Policy, if the employee's innocent absenteeism reaches excessive absenteeism levels, and the employee cannot provide significant assurance to Health PEI that there will be regular attendance in the future, then Health PEI may terminate the employment of the employee for non-disciplinary reasons;
7. The employee was provided with the opportunity to explain what he/she will be doing in the future to ensure he/she will be able to attend work on a regular basis and in a manner that is in full compliance with the Attendance Management Policy;
8. A reminder to the employee of the assistance through EAP and that the employee can also contact their manager for assistance or to coordinate other services; and,
9. That this level of absenteeism is high and that if further attendance concerns continue, additional discussions will be necessary which involve HR and union representation.

A copy of this summary will be kept in the employee's personnel file, with a copy provided to the employee and to the Union.

Signed: \_\_\_\_\_  
(Employee's direct supervisor)

Signed: \_\_\_\_\_  
(Manager)

Signed: \_\_\_\_\_  
(Employee)

c: Personnel File  
Union

## Attendance Support Discussion #3 Notes of Discussion

DATE: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_

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*This record of discussion shall be attached to or printed on the reverse side of the previous page which outlines the process for Attendance Support Discussion #3, and filed accordingly.*