

Health PEI

One Island Health System

Employee Name: _____

Classification and FTE: _____

Union: _____ Local: _____

Work Unit: _____

Work Site: _____

Date of Claim for Reasonable Lateness: _____

Start Time for Shift: _____

Time at Which Employee Arrived at Work: _____ No. Hours Claiming: _____

Description of Effort Made by the Employee to arrive at his/her Work Station at the Scheduled Time: (See note on reverse. Use additional space, if required)

Employee's Signature

Date

Approved

Denied

Manager's Signature

Date

c.c. H.R. Manager

health pei reasonable lateness form 2017_4.docx

Notes:

1. As per the Collective Agreement, the reason for lateness should not be related to individual or personal circumstances (i.e., place of residence, family responsibilities, transportation problems or car pools). Individual or personal circumstances would also include not being able to clear out the employee's driveway.
2. In order to make a successful claim for reasonable lateness, the employee must also adjust the start time of preparation for work to take into account all issues that would normally arise in adverse weather conditions such as snow covered roads, traffic and other such conditions brought on by poor weather.
3. To provide the Employer greater understanding, the employee should provide information as to extenuating circumstances beyond his/her individual situation that resulted in the lateness. The employee must demonstrate to the satisfaction of the employer, that they were on their way to work, but, were delayed by a justifiable intervening event, i.e., unexpected road conditions, accident on the highway, etc.
4. This form and the notes do not amend the specific wording as contained in the Collective Agreement.