

Current Practices in Attendance Management

Webinar Outline

Webinar Description

This webinar provides health care managers with current information about processes and tools used to effectively manage employee attendance. Learners will also gain awareness of collective agreement requirements and current case law regarding attendance and absenteeism.

Webinar Length

2.5 hours

Topics/Learning Objectives

Topic	Learning Objectives
Absenteeism Overview	<ul style="list-style-type: none"> • Define absenteeism • Differentiate between culpable and non-culpable absenteeism • Gain an awareness of current absenteeism statistics in health care • Describe the benefits of having an attendance management program
Effective Attendance Management Program	<ul style="list-style-type: none"> • Explain the three principles that form the foundation of an effective attendance management program • Identify and explain the four essential parts of an effective attendance management program: • Explain the legal requirements for creating and implementing a policy within a unionized environment (KVP Test) • Explain the steps an employer should take to build and launch an effective attendance management program • Describe the four steps of an effective process for managing employee absenteeism • Explain when and how to review attendance records • Explain when to conduct an attendance interview with an employee • Explain how to conduct an attendance interview • Explain how to write an effective follow-up letter • Explain the legal requirements for dismissing an employee for non-culpable absenteeism (Raven Lumber) • Explain what should be included in a letter dismissing an employee for non-culpable absenteeism
Legal Issues in Attendance Management	<ul style="list-style-type: none"> • Describe key cases in attendance management and the lessons learned from the decisions

