



Ch'íyáqtel (Tzeachten First Nation)

Attendance Policy

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Ch'íyáqtel	
STATEMENT OF POLICY AND PROCEDURE	
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Contents

POLICY	1
1.1 PURPOSE	1
Part A – APPLICATION	1
2.1 SCOPE.....	1
2.2 ADMINISTRATION	1
2.3 CONSEQUENCES FOR NON-COMPLIANCE.....	1
2.4 DEFINITIONS	2
2.5 ROLES & RESONSPONSIBILITIES	2
Part B – ATTENDANCE PROCEDURES.....	3
3.1 DAILY SIGN-IN	3
3.2 PERMISSABLE TIME OFF & LEAVES.....	3
3.3 REQUESTING LEAVES & REPORTING ABSENCES	3
3.4 MONITORING ABSENCES	4
3.5 MANAGING “AT FAULT” ABSENCES	4
3.6 MANAGING “NO FAULT” ABSENCES	4

POLICY

1.1 PURPOSE

- (a) This *Attendance Policy* (**Policy**) sets out Ch'iyáqtel's expectations for employee attendance and punctuality, and the procedures we follow to address attendance issues and promote accountability. Regular attendance helps us work well together, supports a respectful and productive workplace and ensures we can provide consistent service to our membership. The purpose of this Policy is to:
 - (i) Establish consistent procedures for addressing attendance issues.
 - (ii) Explain what employees need to do for reporting absences, lateness and requesting time off.
 - (iii) Reduce absenteeism and lateness through good communication and corrective measures.
 - (iv) Support employees who have valid reasons for absence.
 - (v) Foster a culture of reliability and mutual respect in our workplace.
- (b) Ch'iyáqtel requires regular and punctual attendance from all employees. Ch'iyáqtel manages employee absences to make sure we have enough staff to meet our operational and business needs.
- (c) Ch'iyáqtel is committed to treating employees in a fair and consistent manner, in keeping with their rights under workplace laws, including the *Canadian Human Rights Act*.

Part A – APPLICATION

2.1 SCOPE

- (a) This Policy applies to all Ch'iyáqtel employees.

2.2 ADMINISTRATION

- (a) Ch'iyáqtel may change this Policy from time to time, including for governance, operational or legal reasons, and will communicate any such changes to employees in a reasonable time.
- (b) The Chief Administrative Officer (**CAO**) is responsible for administration of this Policy. Employees may direct any questions to their Supervisor or the CAO.

2.3 CONSEQUENCES FOR NON-COMPLIANCE

- (a) Any violation of this Policy may be grounds for disciplinary action, up to and including termination, as outlined in the *Progressive Discipline Policy*.

2.4 DEFINITIONS

(a) In this Policy:

ABSENCE means any occasion on which an employee is not at work when scheduled. This may include late arrival, early departure, missing an entire shift or prolonged periods away from work. An absence includes a failure to return from an approved holiday, vacation or leave as scheduled.

“AT FAULT” ABSENCE means an employee absence from work due to factors within the employee’s control. An “At Fault” absence includes failure to properly report absences and improper use of leaves. An “At Fault” absence may be grounds for discipline up to and including termination.

“NO FAULT” ABSENCE means an absence which is beyond the employee’s control. “No Fault” absences include those resulting from injury or illness, family emergency or other unavoidable circumstances.

2.5 ROLES & RESPONSIBILITIES

Role of Supervisors

(a) Supervisors:

- (i) Communicate expectations and clearly explain attendance rules.
- (ii) Monitor employee attendance regularly and accurately.
- (iii) Address absences promptly and consistently.
- (iv) Keep records of attendance issues.
- (v) Apply the Policy consistently and without discrimination.
- (vi) Encourage punctuality and reliability.

Role of Employees

(b) Employees:

- (i) Arrive on time and work scheduled hours.
- (ii) Sign in and out each day in accordance with [section 2.6](#).
- (iii) Notify their Supervisor as early as possible if they will be absent or late.
- (iv) Provide documents (like medical notes) when needed.
- (v) Follow procedures for requesting vacation, personal or medical leave. Stay in touch with their Supervisor during extended absences.
- (vi) Understand that attendance issues may lead to discipline.
- (vii) Ask for help if personal or health problems affect attendance.

Part B – ATTENDANCE PROCEDURES

3.1 DAILY SIGN-IN

- (a) All employees are required to sign in and out using the Simple In and Out System. This requirement supports Ch'iyáqtel's attendance tracking, emergency preparedness, safety planning and front desk administration.
- (b) Simple In and Out units are installed at the Administration Office, Sportsfield and Community Hall. Staff must sign in and out each day, including noting when you are off-site for meetings, lunch or fieldwork.

3.2 PERMISSABLE TIME OFF & LEAVES

- (a) Employees can take approved time off or leaves without being considered absent under this Policy. If Ch'iyáqtel schedules the time off, or if an employee requests leave and gets approval, it will not be treated as an absence. For details, see Part E, "Time Off Work," in the *Ch'iyáqtel Employee Handbook* (**Employee Handbook**).
- (b) For clarity, the types of time off and leaves that will not be treated as absences are:
 - (i) Statutory holidays.
 - (ii) Annual vacation.
 - (iii) Sick leave.
 - (iv) Paid and unpaid statutory leaves under the *Canada Labour Code* and the *Employee Handbook*.
 - (v) Cultural Leave.
- (c) Employees who exceed their entitlement to a particular leave may be subject to attendance management as described in this Policy.

3.3 REQUESTING LEAVES & REPORTING ABSENCES

- (a) Employees are required to:
 - (i) Request time off or leaves in accordance with the relevant policy or statutory requirements.
 - (ii) Report an absence to their Supervisor as far in advance as possible where the employee will be absent for any part of a work day, and at least thirty (30) minutes before the start of the work day.
 - (iii) Report an absence or request a leave as soon as possible after the fact where prior notice is prevented by an emergency or other unexpected circumstance.
- (b) When requesting a leave or reporting an absence, the employee must provide enough information to allow Ch'iyáqtel to understand the reason for the leave or absence and when the employee expects to return to work.
- (c) Where required by Ch'iyáqtel's policies or the *Canada Labour Code*, the employee must provide documentation to support the reason for the employee's requested

leave or absence. In all cases, Ch'íyáqtel reserves the right to require the employee to submit supporting documentation.

- (d) To request a leave or notify Ch'íyáqtel of an absence, employees must call or email their Supervisor.
- (e) Following these rules for requesting and reporting time off is essential for Ch'íyáqtel to maintain suitable staffing levels. Therefore, if an employee does not follow these rules, it will be treated as an "At Fault" absence unless the employee can show the absence was due to factors beyond the employee's control.

3.4 MONITORING ABSENCES

- (a) Ch'íyáqtel monitors and keeps track of when employees are away from work, the reasons for their absences (if any provided), and any supporting documentation provided.
- (b) If an employee misses work without approval or properly reporting it, their Supervisor will contact the employee to find out the reason for the absence and decide if the absence was avoidable (eg., "At Fault") or not (eg., "No Fault").

3.5 MANAGING "AT FAULT" ABSENCES

- (a) An "At Fault" absence is an example of employee misconduct. It means the employee is at fault for missing work. Incidents of "At Fault" absence will be addressed through disciplinary action in accordance with the *Progressive Discipline Policy*.

3.6 MANAGING "NO FAULT" ABSENCES

- (a) Although "No Fault" absences are outside of the employee's control, this kind of absenteeism can still have impacts on the workplace and operations. As such, repeated instances of "No Fault" absence still need to be addressed in the workplace. "No Fault" absenteeism will be managed through a supportive, non-disciplinary attendance management process consistent with the *Performance Management Policy* and, if applicable, the *Disability Accommodation Policy*.
- (b) A Supervisor may initiate attendance management at any time when an employee's "No Fault" absences are negatively affecting operations.
- (c) The attendance management process is a cooperative process aimed at returning the employee to work and minimizing absences in future.
- (d) At each step in this process, an attendance schedule will be created that considers the employee's circumstances and Ch'íyáqtel's operational needs. This schedule will last for a period of one (1) to three (3) months, to be determined by the Supervisor. The employee will be expected to adhere to this schedule. Failure to adhere to this schedule may move the employee to the next step in the process.
- (e) "No Fault" attendance management will follow these steps:
 - (i) **Step One: Verbal coaching meeting.** The Supervisor will meet with or contact the employee to discuss the reason for the employee's absence. The meeting will also address:
 - The leaves and accommodations that are available to the employee.

- Benefits or services that may assist the employee in addressing the underlying reason for the absences (such as the Employee Assistance Program or short-term and long-term disability benefits).
 - A requirement to provide documentation to support ongoing or recurring absences.
- (ii) **Step Two: Formal meeting and letter.** This meeting will review the same issues addressed in the coaching meeting, and will also address:
 - A review of the employee's absences to date, and the impact those absences have on the workplace.
 - The possibility that employment may come to an end if the employee is unable to meet key job duties due to ongoing absences.

The Supervisor will record the attendance schedule and issues discussed in this meeting in a formal letter to the employee.
- (iii) **Step Three: Formal meeting and letter.** This meeting will review the same issues addressed in previous meetings and will also address:
 - A final schedule for the employee's improved attendance.
 - The likelihood that the employee's failure to adhere to the final schedule for improved attendance will result in termination of employment.

The Supervisor will record the attendance schedule and issues discussed in this meeting in a formal letter to the employee.
- (iv) **Step Four: Potential termination of employment.** If the employee's attendance does not meet the final schedule, the Supervisor and the CAO will evaluate the employee's absence history to determine whether continued employment has become unsustainable. If so, the employee's employment will be terminated. If it is concluded that further efforts to assist the employee in achieving proper attendance are reasonable, the third step of this process will be repeated.
- (f) The Supervisor may repeat any of the above steps at their discretion.
- (g) If there is sustained improvement in attendance during the attendance schedule period, the Supervisor will provide the employee with a letter recognizing that proper attendance has been achieved. Future "No Fault" attendance management will then begin again at the first step.
- (h) At any time in this process, alternative procedures may be initiated where the reason for an employee's "No Fault" absence is:
 - (i) Provided for under a leave available to the employee.
 - (ii) A disability, family obligation or other issue requiring accommodation.
 - (iii) A work-related injury or illness.