

Guideline for Reporting Absences

If you are ill, injured or otherwise unfit for duty, refer to the guideline below to report your absence:

1. **Notify the on duty Battalion Chief (B/C) as soon as you know you are not able to report to work.** Please do not wait until the last minute as this may cause difficulties for the B/C to fill the vacancy. If the B/C is unavailable, advise the dispatcher that you will be absent. You are not required to immediately provide details of your absence as employees have the right to keep personal information private. If you do not want to divulge all the information required for the B/C to complete an Absentee Report, you must provide notice of the days you are unable to work and then contact an exempt supervisor to provide the rest of the information in confidence.
2. **If your absence will be longer than one set, you must inform both your B/C and your A/C of your absence, and provide weekly updates throughout your absence.** For long term absences the reporting frequency may be adjusted.
3. **If your absence will prevent you from returning to the workplace within 7 shifts you are required to have a doctor fill out an Authorization for Return to Work form.** The doctor is required to report if you are capable to return to regular duty or alternate duty. Please ask your doctor to be very clear when listing your limitations if you are being cleared for alternate duty.
4. **For any absence, the employer has the right to contact you to enquire about your absence and ask:**
 - The general nature of the illness or injury
 - The general prognosis - time expected back to work, if the injury or illness will resolve
 - Are you available for alternate duties

For an extended absence, it may be necessary to provide the following information:

 - Can you provide a doctor's note to support your absence – the employer may be required to cover the cost of this note unless you are in the Attendance Management Program
 - If you are under the care of a medical health professional
 - Are you following a treatment plan
5. **If your absence is due to a workplace injury, an injury report form must be filled out as soon as reasonably possible.** You must also contact Tele-claim at the number listed on the form if a doctor is consulted or if a compensation claim will be made. WorkSafe usually requires that a doctor is consulted, in a timely manner, to support any workplace injury compensation claim.
6. **If you are on the Attendance Management Program and are required to provide a note, it must be submitted within seven (7) calendar days of your return to work following your absence.** You are responsible for the cost of this note.

7. **It is your responsibility to advise the employer when you are available for regular duty or alternate duty.** Article 6.1 (h) of the Collective Agreement states:

Employees are required to notify the employer of their availability for work in a timely and reasonable manner. For both Occupational and Non-occupational illness and injury, the onus lies with the employee to inform the employer of their availability for regular or alternate duty. As a guideline, if you can perform any of the duties listed on the Return to Work form, you should advise the employer of your availability for alternate duty as soon as possible. If required, a physician will be used to determine any limitations or restrictions.

8. **If you return to work on alternate duties the following work hours must be followed:**

- Inspections: 5 days/week – 35 hours or 4 days/week – 35 hours
- Office Work: 5 days/week – 35 hours or 4 days/week – 35 hours
- Projects: 5 days/week – 35 hours or 4 days/week – 35 hours
- Pre-fire Planning: 5 days/week – 35 hours or 4 days/week – 35 hours
- Training: 4 days/week – 37.5 hours

The actual start time and end time may be adjusted to accommodate other commitments such as appointments and treatment sessions.

9. **The employer will provide time for you to attend appointments or treatment while on Alternate Duty, but it is expected that, whenever possible, these be scheduled at the beginning or end of your work day so as to minimize impact upon your duties.**

10. **An Alternate Duty Time Sheet must be completed for each pay period.** This form can be printed from the Intranet under “Fire Service”> “Administration”> “Forms”

11. **Employees who claim WCB or sick leave benefits while they are able to work alternate or regular duty may be subject to discipline up to and including termination.**

12. **Holidays that are missed due to illness or injury may be rebooked by completing Form 12B Request for Vacation Changes.** Your illness or injury must have occurred prior to the first day of the vacation and have a significant incapacitating consequence requiring medical treatment. The Deputy Chief in charge of HR must be notified prior to the start of the scheduled vacation and submit a completed Form 12B as soon as possible. You may be required to rebook your vacation time while on alternate duty, prior to returning to regular duty, to minimize the impact on staffing levels.

13. **If you have any questions please contact your A/C, a Local 1271 executive member, or refer to OG 5.01.02.01.01.**