



EM70

**ABSENCE &
HEALTH-RELATED LEAVE**

EM70

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Contents

POLICY..... 1

REASON FOR POLICY 1

RELATED POLICIES..... 1

DEFINITIONS2

PROCEDURES.....2

 Responsibilities2

 Unscheduled Absence3

 Health-Related Leave.....3

POLICY

1. Delta Police Department employees are responsible for attending scheduled workdays, and managing absence and health-related leave in accordance with Procedures, pursuant to this Policy, provided by the Chief Constable.

REASON FOR POLICY

2. To seek to ensure employee absence and health-related leave are managed appropriately.

RELATED POLICIES

- EC21 – Fitness for Duty (Drug & Alcohol Use)
- EM14 – Oath of Office & Employment Terms
- EM60 – Accommodation
- EM61 – Employee & Family Assistance Program
- EM71 – Medical Examinations
- EM73 – Restoring Performance Standards



DEFINITIONS

3. For the purposes of this Policy, the following definition will apply:

Health-Related Leave: leave or absence from work that is related to the health, illness or injury of the employee, or a person in the employee's immediate family, i.e., spouse, child, parent/guardian, sibling, grandchild, grandparent (*Employment Standards Act (ESA)*, s. 49.2; *Employment Standards Regulation (ESR)*, s. 45.033).

Specified Health Record: a note, document or other record that is produced by a qualified health practitioner at the request of the employee, or the employee's immediately family member, for the purposes of proving a fact or circumstance in relation to health-related leave (ESA, s. 49.2; ESR, s. 45.033).

PROCEDURES

Responsibilities

4. The Inspector i/c Human Resources or delegate is responsible for:
- a) providing regular attendance reports to supervisors;
 - b) encouraging safe and timely return to work by arranging modified duties or graduated return to work programs;
 - c) maintaining regular contact with absent employees, as required;
 - d) promoting awareness of available support services (e.g., Employee & Family Assistance Program); and
 - e) assisting supervisors in managing employee attendance, including in relation to:
 - i) communicating attendance expectations to direct reports,
 - ii) maintaining and monitoring attendance records,
 - iii) ensuring employees are aware of the consequences of unapproved absences,
 - iv) promptly dealing with attendance issues, and



- v) supporting modified duties or graduated return to work programs.

Unscheduled Absence

- 5. Employees who are unable to arrive for their scheduled shift are expected to, prior to the start of the shift and on the first day of absence, notify their supervisor and provide the reason for the absence and the anticipated date they will be returning to work.
- 6. If the employee is unable to notify their supervisor of their absence prior to the start of their shift, they must do so at the earliest reasonable opportunity.
- 7. If the employee is unable to provide a date of return, they must notify their supervisor each subsequent day of their absence, unless otherwise determined by their supervisor or the Inspector i/c Human Resources.
- 8. Failure to report absence prior to the start of shift or within a reasonable period may result in the documentation of the unauthorized absence, loss of pay, and/or discipline.

Health-Related Leave

- 9. Employees are not required to provide a specified health record where the health-related leave is for 5 consecutive scheduled workdays or fewer, and the leave is the first or second health-related leave in that calendar year.

ESA, s. 49.2 & ESR, s. 45.033

- 10. Employees are required to provide a specified health record for a health-related leave if the health-related leave:
 - a) exceeds 5 consecutive scheduled workdays; or
 - b) is the third or subsequent health-related leave in that calendar year and exceeds 2 consecutive scheduled workdays.
- 11. Specified health records must include the following:
 - a) date the illness or injury commenced;
 - b) date(s) that the employee was seen by a qualified health practitioner;
 - c) dates that the employee is unable to work;



- d) the general reason or nature of the health-related concern (not diagnosis) that is preventing the employee from working;
 - e) the predicted or expected course or outcome of the illness, injury or disability including the chances of recovery;
 - f) anticipated return to work date (for continued absences); and
 - g) if the employee could return to work on either a graduated or modified basis.
12. Failure to provide a specified health record may result in non-payment of sick leave pay and will be treated as absence without leave.
13. Employees who are absent from work for an extended period may be required to participate in a modified duties or graduated return to work program.
14. Employees are responsible for seeking and following treatment advice from a qualified health practitioner to return to full duties as soon as practicable.

*Revised Dates:
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