

Section 4: Human Resources Management

Policy 4.05: Attendance Support Program Policy For Employees

Supporting Policies:

[4.07 Employee Ethics](#)

[6.49 Board Code of Conduct](#)

Supporting Procedures:

[Attendance Support Program \(ASP\) - Procedure](#)

[Attendance Support Program \(ASP\) - Reporting Requirements Procedure](#)

[Attendance Support Program \(ASP\) - Confidentiality of Medical Records Procedure](#)

[Attendance Support Program \(ASP\) - Disability Support - Early Intervention, Accommodations and Return to Work Procedure](#)

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

[WSIB Functional Abilities Form](#)

Medical Certificate

[Accommodation Plan / Return to Work Plan Form](#)

Other Resources:

Education Act

Employment Standards Act

Occupational Health & Safety Act

Ontario College of Teachers Act

Human Rights Code

Collective Agreement

Approved by Board Resolution #058-2018 06 12

Revised by Board Resolution #058-2024 04 30

POLICY STATEMENT

The Algoma District School Board is committed to creating and maintaining a healthy workplace. The Attendance Support Program is a comprehensive program aimed at positively supporting the health and well-being of employees and the organization.

It is the policy of the Algoma District School Board to support the health and well-being of both the employee and the organization, so all employees can attend work regularly and enhance learning opportunities for students and staff.