

ATTENDANCE SUPPORT & MANAGEMENT PROGRAM (ASMP):

- Promotes regular and consistent attendance
- Deals with **non-culpable (innocent)** absenteeism which is **non-disciplinary**
- Is triggered following 6 sick occurrences and/or 150 hours or greater
- Is a 4 stage program based on a 12 month rolling calendar, reviewed at 6 month intervals
- Allows for an employee to exit the program after remaining under threshold for 12 months
- Provides a process for managing short term sporadic absences rather than focusing on longer term absences captured through the disability management program

EXCLUSIONS FROM ASMP:

- Accepted WSIB claims
- Communicable diseases as outlined by the OHA/OMA Communicable Disease Surveillance Protocols
- OHIP covered surgical procedures
- Severe injury resulting from a motor vehicle accident
- Long Term Disability Absence
- Other single event, non-recurring sick absences

LIVING A HEALTHY LIFESTYLE – WHAT YOU CAN DO:

- **Exercise** – Physical activity can improve your mood, increase your energy levels, helps to control weight and can combat health conditions and disease.
- **Eat healthy** – By following Canada’s Food Guide, you can meet your nutrient needs and reduce your risk of obesity and chronic diseases such as type 2 diabetes, heart disease, certain types of cancer and osteoporosis.
- **Reduce stress** – Stress is a fact of daily life and is the result of both the good and bad things that happen. Too much stress can cause serious health concerns, but there are many ways of dealing with stress that can reduce your risk. Learn what triggers stress for you, take time to work on solutions, talk to others and seek help when you need it.

For more information contact the Attendance Support & Management Program team at asmpreporting@hhsc.ca



Hamilton Health Sciences

ATTENDANCE SUPPORT & MANAGEMENT PROGRAM



WHAT IS ATTENDANCE SUPPORT?

- Promotion of regular and consistent attendance at work through a fair and reasonable approach that supports both individual and organizational health
- Management of absenteeism due to illness/injury and minimize the negative impact of such on the employee, their colleagues, patients, and the organization

WHY IS REGULAR ATTENDANCE IMPORTANT?

- To effectively and efficiently deliver services, HHS needs employees in the workplace on a regular basis as each employee performs an important role and is missed when away from work
- By monitoring and supporting regular attendance, the impact of absenteeism is reduced and the quality and morale of the workplace is improved

SCOPE:

- Provides a non-disciplinary framework to assist with the management of non-culpable absences *due to illness or injury for reasons beyond the employee's control.*
- The Attendance Support and Management Program (ASMP) does not include absences related to:
 - culpable (blameworthy) absences
 - other non-culpable absence outside of sickness

- leaves of absence
- accepted WSIB claims for work related injuries and / or illnesses

EMPLOYEE'S RESPONSIBILITIES:

- reporting to work regularly and on-time;
- taking unscheduled leave only when unavoidable as a result of an emergency;
- reporting absence and communicable disease as per identified procedures;
- making every effort to work safely;
- providing appropriate and adequate medical documentation when required to do so;
- facilitating a return to work from illness/injury absence by following appropriate treatment/assistance programs; and
- accepting appropriate alternate work arrangements

MANAGER'S RESPONSIBILITIES:

- communicating attendance expectations;
- ensuring a safe and healthy workplace;
- retaining and analyzing absence information;
- determining potential absence exclusions;
- providing individual feedback to employees about attendance;
- assisting in identifying and implementing strategies to improve employee attendance;
- addressing poor attendance cases;

- completing and distributing the appropriate ASMP documentation; and
- acknowledging good or improved attendance

SUPPORT SERVICES:

- Employee and Family Assistance Program
 - ➔ Traditional counseling
 - ➔ Work life resources
 - Stress management, elder care, child care, financial assistance, legal assistance
 - ➔ Contact information:
 - Telephone:** (905) 521-8300 **Website:** www.lifeworks.com
 - *User ID:* HHSC
 - *Password:* MSSI
- Employee Health Services consultations for health teaching, disease management, community resources and referrals, including assessment and consultation with the Occupational Health Physician
- Ergonomics Assessment
- Accommodation Review
- Support from your local Union Group

