



# Attendance at Work Policy

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## Purpose:

Every employee of the EPS is expected to have regular attendance at work. This policy and associated procedure is intended to outline attendance expectations and responsibilities and to provide guidance around managing attendance and assessing matters that might be affecting an employee's ability to attend work on a regular basis.

## Statement of Principle:

EPS values a fair and supportive workplace environment. Attendance policy and procedure outlines the standards and process to be followed in managing attendance to ensure transparent, reasonable, and consistent practices throughout the Service.

## Policy Statement:

The City of Edmonton and the EPS are committed to reasonable attendance expectations of employees and to managing employee attendance through a positive, supportive environment that leads to quality service, productivity and effective operations, wellness and positive work environments and relationships, and retention of staff. To achieve this level of service, every employee has a responsibility to maintain regular attendance at work.

This policy applies to all EPS employees.