
Time At and Away From Work

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Sub-section:	Manage
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Policy statement

The Corporation of the Town of Oakville (town) recognizes the value of its employees and the need to manage and support regular attendance at work while acknowledging the importance of achieving and maintaining a balance between work and personal life. It is essential that all employees attend work regularly for the efficient operation of town business. All employees are expected to attend work regularly and on time as a condition of employment.

Purpose

The purpose of this policy is to provide a framework to manage and support employee time at and away from work.

Scope

This policy applies to all non-union employees, and to union employees where not addressed in the terms and conditions of the respective collective agreements.

References and related documents

Absence Reporting procedure
Vacation Entitlement procedure
Public Holidays – Full time Employees procedure
Public Holidays – Part time and Students procedure
Unpaid Leave of Absence procedure
Military Reservist Leave procedure

Bereavement Leave – Non Union procedure
Election and Voting Leave procedure
Jury or Witness Duty Leave procedure
Pregnancy/Parental Leave procedure
Compressed Work Week procedure
Flex Time procedure
Reduced Work Week procedure
Remote Work procedure
Attendance Support Program