

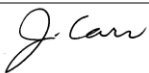
Staff Attendance



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 206

1. All employees shall:
 - a. register all absences with the Staff Attendance System (AESOP)
 - b. inform their appropriate supervisor
 - c. keep their appropriate supervisor informed (in a timely fashion) with respect to their absence and expected date of return to work.
2. An absence of **less than one half day** shall be scheduled in consultation with the appropriate supervisor.
3. Human Resource Services (HRS) shall generate and distribute reports to the appropriate principal/supervisor on a regular basis. These reports must be reviewed for accuracy by the principal/supervisor and any anomalies reported to Human Resource Services (HRS).

Reference: School Act Section 111	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 203	Date(s) Revised: June 12, 2002; December 7, 2005