



To: Toronto Public Library Board – November 19, 2001

From: City Librarian

Subject: **Attendance Management Program**

Purpose:

To establish an *Attendance Management Program* (Attachment 1) for the employees of the Toronto Public Library Board

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board adopt the *Attendance Management Program* for employees.

Background:

Toronto City Council approved an *Attendance Management Program* which applies to all employees, on July 24, 2001 (Attachment 2). The conditions for defining and reporting absences developed for city departments for the monitoring of attendance have been provided to agencies, boards and commissions to enable meaningful comparisons.

Comments:

This policy is aimed at maximizing service delivery to the public and assisting employees to minimize absences from work by making every reasonable effort to provide accommodation, assistance and rehabilitation.

A policy consistent with the City's policy is provided to the Board for approval. The implementation will begin in 2002.

Conclusion:

This policy forms part of the Library's ongoing efforts to harmonize the different policies of the former library systems in accordance with the City's approval of staff policies.

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List of Attachments:

Attachment 1: Toronto Public Library Board's Attendance Management Program

Attachment 2: City of Toronto's Attendance Management Program