

WHY DOES ATTENDANCE MANAGEMENT WORK?

Manages absenteeism by preventing it becoming widespread in the workplace.

Supports healthy workplace relations.

Improved efficiency, productivity and reduces Costs.

Positive attendance expectations are good for morale and improve workplace health.

Taking Care of YOUR business.

Organizational Solutions Inc. sees Attendance Management as an essential component of looking after your workforce and your workplace.

We recognize that the quality and effectiveness of our programs are why our clients trust in our success, and so each project is designed and managed to minimize human and financial loss.

We measure and provide you with data regarding all our results.

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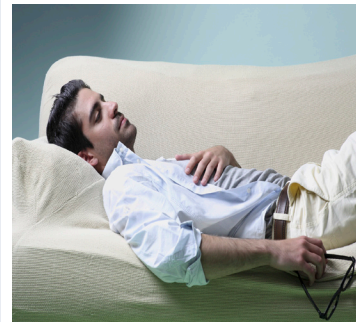
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**ORGANIZATIONAL SOLUTIONS INC.
SOLUTIONS ORGANISATIONNELLES INC.**

ATTENDANCE MANAGEMENT



“The RIGHT care, at the RIGHT time, for the RIGHT outcome ©.”

There are several proactive methods developed by Organizational Solutions Inc. that can assist in the design of your company's policies and programs. When an absence occurs, strategies must be in place to address the absence in a way that supports healthy workplace relations.

Our Service

Organizational Solutions Inc. will ensure your policies and procedures meet the case law requirements while supporting the rights of employers to establish attendance management protocols.

The establishment of an Attendance Management and Support Program assists in clearly defining an organization's position on attendance and its management. Employers have a right to expect employees to attend work and are entitled to take a course of action that will ensure organizational efficiency. Positive attendance expectations are good for morale and improve workplace health.

The many benefits of Attendance Management include:

- Management of innocent absenteeism from a company specialising in Disability Management, Short Term Disability, and Workers' Compensation.
- Policies and procedures and culpable absenteeism.
- Can aid the morale and retention of your employees.

For the large majority of employees, absenteeism is legitimate, innocent absenteeism (employees who are absent for reasons beyond their control; like sickness and injury) which occurs infrequently. Procedures for disciplinary action apply only to culpable absenteeism, for example, an employee who is on sick leave even though he/she is not sick, and it can be proven that the employee was not sick.

Some of the Fundamental Elements of Attendance Management:

- A framework for informing employees of expectations for satisfactory attendance.
- Procedures for proper notification of an absence
- Specific requirements for adequate documentation to support an absence
- Employee contact to ensure appropriate medical intervention to resolve issues that lead to absence.
- A clearly designed program to address innocent absenteeism
- The consequences of culpable absenteeism

Benefits include:

- Improved efficiency
- Legally defensible policies and procedures
- Reduced absenteeism costs
- Improved health and well being of the workplace