Attendance Policy

IUOE 955 Apprenticeship and Education will monitor and record attendance on an hourly basis for each apprentice attending technical training.

For the purposes of this policy, any portion of an hour missed from class will be recorded as one full hour of missed time. One full day of absence is equivalent to six hours of missed time.

The attendance record for each apprentice will form part of the apprentice's student record and will be maintained in accordance with applicable record-management policies.

Attendance reports will be generated when an apprentice's absenteeism reaches the following thresholds:

- 12 hours (2 days)

Reports will normally be filed electronically and will be limited to information relevant to the attendance issue. Each report must include:

- Apprentice name;
- Date(s) and number of hours missed;
- Reason for the absence;
- Medical documentation, where applicable; and
- Signatures of both the apprentice and instructor.

When an absenteeism report is filed, the Executive Director will:

- Discuss with the apprentice the consequences of continued absenteeism;
- Counsel the apprentice and establish the conditions under which enrollment may be terminated if further absences occur; and
- Terminate the apprentice's enrollment in technical training once total missed time reaches 1.5 days for HEO, or 3 days for apprenticeship training.

When determining whether enrollment should be terminated, consideration will be given to documented health concerns, family emergencies, or other exceptional circumstances. Supporting documentation will be required.

Staff responsible for administering this policy will exercise reasonable discretion and professional judgment when making attendance and enrollment decisions.

Consequences of Termination

Termination of enrollment in apprenticeship technical training may result in:

- Loss of tuition and related fees;
- Loss of wages during time spent attending technical training;
- Potential impacts on employment, as some employers may choose not to retain an apprentice whose enrollment has been terminated;
- The requirement to repeat technical training before progressing in their apprenticeship; and
- Delays in apprenticeship completion and certification.

Attendance Reporting

IUOE 955 Apprenticeship and Education will notify the appropriate authority when:

- An apprentice withdraws from technical training; or
- An apprentice's enrollment in technical training is terminated prior to completion.

Apprentices are responsible for ensuring that any changes to their training status are reported accurately and promptly to the appropriate authority.

Failure to report a change in status (withdrawal, termination, etc.) may result in the repayment of Employment Insurance (EI) benefits.