

ATTENDANCE AND LEAVE POLICY – ONTARIO (2025 UPDATE)

IMPORTANT NOTICE TO EMPLOYERS:

This policy template is provided as a free foundational compliance resource for Ontario employers under the Employment Standards Act (ESA), 2025. While it reflects core legislative requirements and best practices as of 2025, it is intended only as a starting point. Employers must review and adapt this policy in consultation with:

- Any existing internal procedures or policies
- Applicable collective bargaining agreements (CBAs)
- Short-Term or Long-Term Disability programs, if in place
- Legal counsel or certified HR professionals where appropriate

This policy does not replace legal advice, nor does it account for organization-specific arrangements or exceptions. You are encouraged to build on this framework to include:

- Custom thresholds for attendance management
- Accommodation procedures
- Scheduling practices
- Industry-specific obligations

➡ This policy is provided by People Passion Products as a free compliance template. Customize it based on your workplace needs. If you would like a tailored version of this policy or support building a complete HR policy suite, please visit www.peoplepassionproducts.com.

POLICY PURPOSE

To ensure clear expectations regarding employee attendance, absence reporting, and leave entitlements in accordance with the Ontario Employment Standards Act (ESA), 2025.

SCOPE

This policy applies to all employees unless otherwise specified by a collective agreement or employment contract.

1. REGULAR ATTENDANCE EXPECTATIONS

Employees are expected to report to work as scheduled and notify their manager or supervisor as early as possible if they are unable to attend.

2. REPORTING ABSENCES

Employees must notify their direct supervisor prior to the start of their shift or as soon as reasonably possible. Supervisors should document the absence in accordance with company procedures.

3. LEAVES OF ABSENCE UNDER THE ESA

Employees may be entitled to the following unpaid job-protected leaves under the ESA:

- Sick Leave – 3 unpaid days annually (non-cumulative)
- Family Responsibility Leave – 3 unpaid days annually
- Bereavement Leave – Up to 2 unpaid days for specified relatives
- Declared Emergency Leave – As required
- Family Caregiver Leave – Up to 8 weeks per year per specified family member
- Family Medical Leave – Up to 28 weeks to care for a gravely ill relative
- Compassionate Care Leave – Up to 28 weeks to care for a terminally ill relative
- Crime-Related Child Disappearance Leave – Up to 104 weeks
- Domestic or Sexual Violence Leave – Up to 10 days and 15 weeks (first 5 days paid)
- Critical Illness Leave – Up to 37 weeks (children), 17 weeks (adults)
- Child Death Leave – Up to 104 weeks
- Organ Donor Leave – Up to 13 weeks, extendable to 52
- Reservist Leave – Job protection while on duty
- Long-Term ESA Sick Leave (NEW in 2025) – Up to 27 weeks for serious medical condition with documentation

Note: For full eligibility details, visit the Ontario ESA website:

<https://www.ontario.ca/document/your-guide-employment-standards-act-0>

4. MEDICAL LEAVE AND DOCUMENTATION

Employers may require reasonable documentation for absences, including a statement confirming the employee is unable to work and the expected duration. Medical diagnosis or condition details are not required.

5. ACCOMMODATION REQUESTS

Employees requesting workplace accommodation due to medical or other protected grounds under the Ontario Human Rights Code should be referred to HR. Employers must explore all reasonable accommodations.

6. SHORT-TERM DISABILITY (if applicable)

If your workplace has an STD plan, employees must follow its terms in coordination with ESA leaves.

7. ABUSE OF LEAVE

Unjustified or dishonest use of protected leave may be subject to investigation and progressive discipline.

8. SUPPORT & CONSULTATION

Employees requiring time off or support due to personal circumstances, health, or caregiving responsibilities are encouraged to contact their supervisor or HR for guidance.

9. MANAGER RESPONSIBILITIES

Managers must:

- Track all absences accurately
- Respect confidentiality of leave documentation
- Seek HR guidance when leaves or accommodations are unclear

10. POLICY REVIEW

This policy should be reviewed annually and updated to reflect ESA or organizational changes.

For custom policies, consulting, or full HR compliance solutions, visit www.peoplepassionproducts.com