

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 3. Operations Directives	Replaces: April 1, 2007
Subject: 3. Absence Notification	
Policy No. G.3.3.2019	Page 1 of 1

PURPOSE

-To establish a reporting and recording system to ensure Paramedic Services deployment is not negatively impacted by personnel absences.

APPLICATION

Paramedics, Paramedic Superintendents, Senior Managers

PROCEDURE

1. While it is understood that Manitoulin-Sudbury DSB personnel with from time to time require absence from their schedule work assignment, it remains the responsibility of each person to notify their employer of such absences in advance of the work period, allowing as much notice as possible to mitigate public safety impact. Where any scheduled Paramedic finds that they are unable to report for duty, they shall call into the service using the established telephone number (1-888-907-5460), and shall confirm the following information:
 - a) The Paramedic's name;
 - b) A detailed reason for absence;
 - c) The scheduled station number;
 - d) The scheduled date and time of the shift;
 - e) Absence Duration, if known.
2. The Service shall facilitate the replacement in accordance with established processes.
3. CACC shall be notified when any absence results in loss of resource deployment.

REFERENCE