Educational Assistants Association

Attendance Support Program – Information and Updates

ASP Program Rules & Status

- The ASP triggers once a member reaches 19 occurrences. Keep in mind that both half-days and full-days count as 1 occurrence. If you are absent from two positions in one day (ie., extended day and core day) this would only count as one instance for the day.
- When you reach the threshold, you will receive an email asking you to review your absences to ensure they are recorded correctly. If you do not respond, or if the records are correct, you will be entered into Coaching Level 1 of the ASP.
- It is crucial to check your records and reach out to the union right away, as certain absences may not count toward the threshold. Absences can be tracked via Apply to Education or the Self Service Portal.
- All board information regarding the ASP can be found on the staff intranet, and the Board's FAQ is updated frequently: https://staff.wrdsb.ca/hr/human-resources/asp/

How the Rolling 12 Month Calendar Works

- The program evaluates absences over a 12 working month period. Because July and August are non-working months, they are excluded from the calculation.
- Once 12 working months have passed, on your 13th working month, the system automatically drops the 1st month from your calculation.
- All absences between June 1, 2026, and September 30, 2027 (excluding July and August) will count toward the 19 day threshold.

Member Rights & Best Practices

- You have a right to use your negotiated sick leave (11 full-pay sick days used first, followed by 120 Short-Term Disability Leave days). You cannot be disciplined for using valid sick leave.
- It is the Union's firm position that all members have the right to union representation at ASP meetings; however, the employer is currently not allowing it. There is currently an active grievance filed regarding this issue by our union as well as other unions. We strongly recommend that you explicitly request Union Representation in writing in any reply to the ASP team and CC the Union on all correspondence so that each refusal can be formally documented.

- You are not required to overshare or disclose specific medical details or diagnoses.
- You do not have to answer questions on the spot. Responding with "I will get back to you" is completely acceptable and gives you time to consult your union rep.

If you are managing a chronic illness or need support navigating the Attendance Support Program, please reach out directly to Chris at letizi.chris@wrdsbeaa.com



Join the New EAA Member Action & Engagement Committee!

Are you looking for a fun way to get involved, meet fellow members, and help build connections across our workplaces? The EAA is currently seeking members to join the new Member Action and Engagement Committee!
The committee will meet throughout the year on dates decided by the team to plan family-friendly events designed to engage our membership and build strong connections and solidarity. As a committee member, you will help plan and run these events.
Thank you for your interest and support in building a strong, connected EAA community!

Want to get involved? Click here to complete the Google Form by November 10th!

EDUCATIONAL ASSISTANTS ASSOCIATION

1023 Rife Rd. Unit A
Cambridge ON N1R 5S3
519-624-1221

office@wrdsbeaa.com
website: www.wrdsbeaa.com