Coop/Workplace Attendance Information

The following information not only applies to coop students but any workplace environment. The importance of good attendance in the workplace is essential to a satisfying co-op experience for you and your employer.

**Good Attendance**

Attendance is an important part of work ethics. Work ethics are values and behaviors acceptable in the workplace. Employers rely on strong work ethics to run a profitable business. An unethical employee slows down production and lowers business morale.

Punctuality is an important part of attendance. You are expected to be at your coop placement on time. This means that you are there and ready to work at the time agreed upon between your teacher, employer and yourself. Show up on time, ready to work and meet deadlines. Give advance notice of an absence. Employers usually will not tolerate absences for personal errands. Your time at work should only be used for business only.

Everyone considers regular attendance as reliability. Employers give dependable employees more significant roles, leading to promotion and better benefits. For coop students, this could mean new challenges and learning opportunities. Good attendance allows teams to meet goals and boost productivity. Reliability earns the respect of fellow workers as well as the employer. Dependability and trustworthiness works itself into other aspects of the person's life and builds character. Dependable coop students have secured paid summer employment with their coop placement. An employment opportunity could happen for you also!

**Poor Attendance**

In the work world, an absent employee misses advancement opportunities. The employer might assign him/her to less important background duties, limiting interaction with customers or clients. The employee may also lose clients to more reliable workers. In the workplace, poor attendance can result in demotion, disciplinary action and dismissal. Searching for another job often is difficult without a recommendation from the previous employer.

In the world of coop education, repeated lateness or unexcused absenteeism will result in dismissal from the co-op program. Termination results in lost credits, which may impact your participation in the graduation ceremony.

**How to Practice Good Attendance**

Some pointers for practicing good attendance:

* Go to bed at a reasonable hour and use an alarm.
* Allow time for things that could go wrong. It is better to be a few minutes early than to be late.
* Schedule personal errands or doctor's appointments after work hours or during lunch breaks if possible.
* Take only the time normally allowed for breaks.

**What to Do If You Are Absent**

Authorized Absences

Students should always attempt to schedule appointments (dental, optical, driver, etc.) outside of their coop hours.  Exceptions are allowed but business etiquette recommends all appointments be made outside work hours whenever possible.  Missed coop hours will need to be made up by the student.

In the event that you will be late or absent from your placement, you the student must notify your placement supervisor, and school coop department. Be sure to provide a specific reason as to why you will be absent. If you are absent, your parent/guardian must verify the absence by a phone call to the school attendance secretary. Messages can be left on the school answering machine at any time. It is important that your coop teacher knows where you are during school time. An authorized absence includes personal illness, injury, important family responsibilities, e.g. funeral, authorized school event, or a snow day (see below).

Attendance secretary 613-445-0810 ext. 405

S.T.A. Co-op office 613-445-0810 ext. 411

Half day coop students (two credits)

* If you are going to be absent from coop and present for class, or vice versa, please make sure you clearly indicate this to the secretary.
* Half day students must be on time for all classes.  It is your responsibility to leave your Co-op placement leaving adequate time to arrive at the school.  **Co-op must not be used as an excuse for being late**.

Unauthorized Absences

Failure to advise the employer or the school is considered a skip. This will result in the student returning to school the following day to complete disciplinary work.

Snow days

Snow days occur during the winter months. Some former coop students have attended coop during a snow day. You are not obligated to attend coop if you are not comfortable driving in hazardous road conditions. Your safety always comes first. If you drive with your parents and they are attending work that day, you are advised to attend. If you walk to your placement, and the snow has been cleared, you should attend. Use your judgment regarding safe road conditions. Please remember to make the required phone calls if you do not attend on a snow day.