

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

Section: G. Emergency Medical Services	Effective Date: April 1, 2007
Topic: 4. Operations Directives	Replaces: July 1, 2004
Subject: 9. Notification of Absence (Applies to all unscheduled absences).	
Policy No. G.4.9.	Page 1 of 1

**PURPOSE**

To establish a reporting and recording system to ensure ambulance service coverage is maintained at required levels during employee absence.

**APPLICATION**

Paramedics, EMAs, Management

**PROCEDURE**

- 1) It is the employee's responsibility to notify their Field Superintendent/Duty Officer via Northern Communications at 1-800-838-8904, as soon as possible that he/she is booking off shift with the following information.
  - a) The employee's name;
  - b) Reason for absence (illness, bereavement, etc.)
  - c) The station name and number as indicated on JBS
  - d) The Service Area of the station where the employee was to work
  - e) Start & end time of the shift, and total numbers of hours of the shift
  - f) How long the employee is expected to be absent
  
- 2) Management receiving notification of absence will document absence and cover any vacant shift according to standard protocols.

**REFERENCE**