



## **City of St. John's Corporate and Operational Policy**

**Policy:** 03-07-34 Missed Medical Appointments

**Status:**

**Issued By:** Human Resources

**Revision No:**

**Revision Date:**

**Date of Original Council**

**Approval:** 2007/08/20

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 34 Missed Medical Appointments

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### **Purpose**

To ensure that City employees provide proper notice of cancelled medical appointments with the City's Medical Officers in order to avoid unnecessary cancellation charges.

### **Policy Statement**

All City employees must provide at least 24 hours notice of cancellation should they be unable to attend a scheduled medical appointment with the City's medical officer(s). Failure to provide such notice will result in disciplinary action. Each case will be reviewed individually to ensure just cause for discipline and that the quantum of penalty is appropriate.

### **Application**

### **Responsibilities**

All City Departments

### **Definitions**

## **References/Appendix**

### **Monitoring and Contravention**

#### **Approvals**

Finance and Administration Standing Committee report – August 7, 2007; Regular Meeting of Council – August 20, 2007.

#### **Review Period**

#### **Available to Public**

☒ Yes

☐ No