



**Date of Issue**                    September, 2007

**Original Date of Issue**        June 10, 2003

**Subject**                            **RETURN TO WORK BY ILL AND INJURED EMPLOYEES**

**Reference**

**Links**

**Contact**                            Human Resource Services

---

**1. Employees Returning from Extended Sick Leave Absences**

- 1.1 An employee returning from a sick leave absence of ten or more consecutive working days, or as pertaining to their Collective Agreement, will be required to provide a medical certificate indicating that he/she is able to return to work in his/her full capacity or specifying limitations to full return except where provisions stated in their Collective Agreement.
- 1.2 Unless the principal/manager has a reasonable concern about an employee's medical fitness to return full-time to his or her regular position, clear medical certificates with no limitations will be collected by the principal/manager and will be sent to the Human Resources Officer - WSIB and Attendance Support when received.
- 1.3 When a principal/manager has a reasonable concern about an employee's medical fitness to return to work or receives a medical certificate specifying a limitation to full return, he/she shall discuss with the employee, prior to the return to work, the nature of the concern or the accommodation or rehabilitation required to meet specified medical limitations.
- 1.4 All accommodation/rehabilitation needs shall be discussed for approval or modification as outlined below prior to the employee's return to work. The principal/manager shall contact the Human Resources Officer - WSIB and Attendance Support. If necessary to ensure implementation of an appropriate rehabilitation/accommodation plan, the employee may be invited to a meeting to discuss the plan, and may have a union representative present at the employee's request.
- 1.5 Once an appropriate plan is determined and approved, the accommodation/rehabilitation plan will be provided in writing to the employee and the principal/manager, with a copy placed in the employee's corporate file.



## **2. Employees Returning from Long-Term Disability Absences**

- 2.1 Prior to an employee returning from a long-term disability (LTD) absence, the medical certificate referred to in 1.1 above will be provided to the HR Officer - WSIB and Attendance Support.
- 2.2 The principal/manager, in consultation with the Human Resources Officer - WSIB and Attendance Support shall give authorization for the employee's return to work, provided the employee can perform the essential duties of the employee's regular position.
- 2.3 When authorization for a return to work has been received and it is determined that the employee is unable to perform the essential duties of his or her own position, the principal/manager, in consultation with the Human Resources Officer - WSIB and Attendance Support, will identify a suitable alternative available position for which the employee is qualified, and establish an appropriate rehabilitation/accommodation return-to-work plan, including a work trial, for the employee.
- 2.4 If necessary to ensure implementation of an appropriate rehabilitation/accommodation plan or work trial, the employee may be invited to a meeting to discuss the plan or work trial, and may have a union representative present at the employee's request.
- 2.5 The principal/manager shall facilitate monitoring, by the Human Resources Officer - WSIB and Attendance Support, of the employee's progress at a work trial or with respect to a return-to-work plan.
- 2.6 Where an employee does not progress or is unable to meet the specifications of the return-to-work plan or work trial, the plan may be modified, provided the employee is capable of performing the essential duties of the position. If the return-to-work plan and/or work trial is unsuccessful, the plan or work trial shall be terminated.

## **3. Employees Returning from WSIB-Compensable Absences**

- 3.1 When an employee is absent due to a work-related illness/injury, the workplace safety and insurance legislation requires that both the employee and the employer co-operate in an Early & Safe Return to Work Program. The Human Resources Officer - WSIB and Attendance Support maintains contact with the employee and the supervisor throughout the absence.



- 3.2 If WSIB determines that the employee is no longer able to perform the essential duties of his or her usual position, the Human Resources Officer - WSIB and Attendance Support will involve the appropriate Human Resource Services Manager to identify an alternative suitable and available position for which the employee is qualified.
  
- 3.3 If necessary to ensure implementation of an appropriate rehabilitation/ accommodation plan, the employee will be invited to a meeting to discuss the plan or work trial, and may have a union representative present at the employee's request.
  
- 3.4 Where an employee is unable to meet the specifications of the return-to-work plan or work trial, the plan may be modified provided the employee is capable of performing the essential duties of the position. If the return to work plan or work trial is unsuccessful, the plan may be terminated.

**First Issued**     June 10, 2003  
**Revised**         September, 2007

***Issued under the authority of the Director of Education***