

Date of Issue	March 2011
Original Date of Issue	June 10, 2003
Subject	RETURN TO WORK BY ILL AND INJURED EMPLOYEES
Reference	Accessibility for Ontarians with Disabilities Act Human Rights Code (Ontario) Workplace Safety and Insurance Act (Ontario)
Links	APM 4002, Reporting of Workplace Injuries APM 4006, Disability Related Workplace Accommodation APM 4007, Workplace Safety and Insurance Board (WSIB) Claims
Contact	Human Resource Services

1. Purpose

The Simcoe County District School Board recognizes its responsibility to ensure that employees returning from a medical leave of absence are fit to return to work. The board recognizes its responsibility to ensure that employees who require assistance or accommodations to return to work are supported.

2. Definitions

- 2.1 For the purpose of this procedure, supervisor is defined as an individual who has charge of a workplace or authority over a worker such as a superintendent, principal, manager, or supervisor.
- 2.2 The Human Resource Services Officer (HRS Officer) in the Compensation and Wellness team within the Human Resource Services Department is the individual responsible for coordinating the return to work process for non-occupational illness and injuries.
- 2.3 The Human Resource Services Assistant (HRS Assistant) in the Compensation and Wellness team within the Human Resource Services Department is the individual responsible for documenting and recording medical leaves.
- 2.4 The Long Term Disability (LTD) provider refers to the Rehabilitation Consultant or Case Manager of the respective LTD carriers.
- 2.5 The Human Resource Services Coordinator (HRS Coordinator) in the Compensation and Wellness team within the Human Resource Services



Department is the individual responsible for coordinating the return to work process for occupational illnesses and injuries (WSIB claims).

- 2.6 The return to work plan, or work-trial plan, will outline an employee's restrictions and limitations that require accommodation, timelines for the provision of accommodation and for the return to full duties, and any modifications required to the employee's essential duties.

3. Employees Returning from an Extended Medical Leave of Absence

- 3.1 An employee returning from a medical leave of absence of ten or more consecutive working days, or as otherwise provided in 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. This documentation is to be provided to the HRS Officer prior to the employee's return to work. Appropriate medical documentation will be dated within two (2) weeks prior to the employee's return. Medical certificates which contain a prognosis for return to work (e.g. "employee will be off 6 – 8 weeks"; "employee will be off from May 1 – May 21"; or "anticipated return to work is") will not be accepted as certification of the employee's fitness to return to work.
- 3.2 When a medical certificate clearing the employee to return to work with no limitations or restrictions is provided, the HRS Assistant will notify the supervisor, Human Resource Services, and Payroll of the return to work date.
- 3.3 When a medical certificate specifying a limitation to full return is received, the HRS Officer will notify the supervisor of the limitations and restrictions, and discuss the accommodations that need to be put into place for the employee's return to work. If necessary, to ensure implementation of an appropriate return to work plan, a meeting may be scheduled by the HRS Officer. This meeting will include the employee, the supervisor, the HRS Officer, and at the employee's request, union representation (if applicable).

4. Employees Returning from Long Term Disability Absences

- 4.1 At the return to work meeting, an appropriate return-to-work plan is determined. The return-to-work plan will be signed by the employee, the supervisor, the union representative (if applicable) and the HRS Officer. Copies will be provided to the aforementioned, and the original retained in the employee's medical file in Human Resource Services - Compensation and Wellness prior to an employee returning from a long term disability (LTD) absence, the LTD provider notifies the HRS Officer. If an employee provides medical documentation to the board that they are fit to return to work prior to the HRS Officer being notified by the LTD provider, the HRS Officer will notify the LTD provider.
- 4.2 The LTD provider will provide the HRS Officer with a return to work plan, or work-trial plan.



- 4.3 The HRS Officer will notify the supervisor of the return to work requirements, and the employee's limitations and restrictions, and discuss the accommodations that need to be put into place for the employee's return to work. A return to work meeting will be scheduled by the HRS Officer, and will include the employee, the supervisor, the HRS Officer, the LTD provider (if necessary), and union representation (if applicable).
- 4.4 The supervisor shall monitor the employee's return to work progress and report any difficulties to the HRS Officer. The employee is also responsible for notifying the supervisor, the LTD provider and/or the HRS Officer of any difficulties they are experiencing with the return to work plan. The HRS Officer will notify the LTD provider and determine next steps. If necessary, the HRS Officer will schedule a follow-up meeting with the employee, the supervisor, the HRS Officer, the LTD provider and union representation (if applicable).
- 4.5 Where an employee does not progress or is unable to meet the specifications of the return to work plan or work trial plan, 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 plan is unsuccessful, the plan shall be terminated.

5. Employees Returning from WSIB-Compensable Absences

- 5.1 When an employee is absent due to a work-related illness/injury, the Workplace Safety and Insurance Act (WSIA) requires that both the employee and the employer co-operate in an Early & Safe Return to Work Program. The HRS Coordinator maintains contact with the employee and the supervisor throughout the absence. For WSIB claims procedures, please refer to APM 4007, Workplace Safety and Insurance Board (WSIB) Claims.
- 5.2 In consultation with the HRS Coordinator, the supervisor will attempt to offer appropriate modified work to the employee, based on standard medical precautions. If necessary to ensure implementation of an appropriate return to work plan, the HRS Coordinator will schedule a return to work meeting to include the employee, the supervisor, the HRS Coordinator, and at the employee's request, the union (if applicable).
- 5.3 The HRS Coordinator will communicate regularly with the injured employee to monitor the employee's rehabilitation until the employee returns to full time duties and/or hours.
- 5.4 The WSIB will determine if the employee is no longer able to perform the essential duties of his or her usual position. The HRS Coordinator will work with all parties to identify an alternative, suitable and available position for which the employee is qualified.
- 5.5 Where an employee is unable to meet the specifications of the return to work plan or work-trial plan, 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 plan is unsuccessful, the plan may be terminated.

First Issued June 10, 2003

Revised March 2011

Issued under the authority of the Director of Education