



## Policies & Procedures Manual

Section: **WORKPLACE SAFETY & HEALTH-GENERAL**

Title: **ACCIDENT/ILLNESS RETURN TO WORK**

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WS-01-05

Approved by:

Senior Executive Council

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### POLICY STATEMENT

The employer is responsible to have a program in place to facilitate employees return to work following an accident or illness.

### PURPOSE OF POLICY

To describe a return to work program for employees who become permanently or temporarily disabled.

### POLICY

1. The Employer shall make every effort to provide meaningful employment for all employees who become permanently or temporarily disabled.
2. Managers/supervisors shall ensure that all employees are familiar with the details of the University College Return to Work Program.
3. Employees are responsible for reporting work related injuries or illness to their managers/supervisors. They are also required to notify their managers/supervisors when absent from work because of illness and to provide a medical certificate upon request.

### PROCEDURES

Upon notification of an injury or extended illness, the manager/supervisor shall complete the first section of the "Physicians Medical Evaluation and Return to Work Schedule."

1. The manager/supervisor, where applicable, shall provide the employee with the "Physicians Medical Evaluation and Return to Work" form prior to each physician's consultation so that the physician can update the department on the employees recovery and possible return to work.
2. Once the manager/supervisor has received the completed form, it is forwarded to the Human Resource Division.

### IMPLEMENTATION

The Human Resource Division is responsible to develop a special program for each individual employee consulting as required with the employee, the treating physician, the manager/supervisor, and the Workers Compensation Board.