



HUMAN RESOURCES MANAGEMENT 32 – Return to Work

Date: March 25, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

To ensure a safe return to work, thereby decreasing the chances of a reoccurrence of the injury/illness.

2.0 PROCESS

The Human Resources Department will be responsible for maintaining the process and ensure that it is followed.

3.0 GUIDELINES

- 3.1 Prior to an employee returning to work, the employee must submit an original medical certificate signed by a doctor to Human Resources indicating that they are fit to return to regular duties.
- 3.2 Should the employee be fit to return to gradual or modified duties, Human Resources will determine with the supervisor if there are accommodations that can be made for a safe return to work within the guidelines outlined by the employee's doctor.
- 3.3 Human Resources will inform the Payroll Department of the date the employee has returned to work.

References: *Collective Agreement; General Pay Plan*