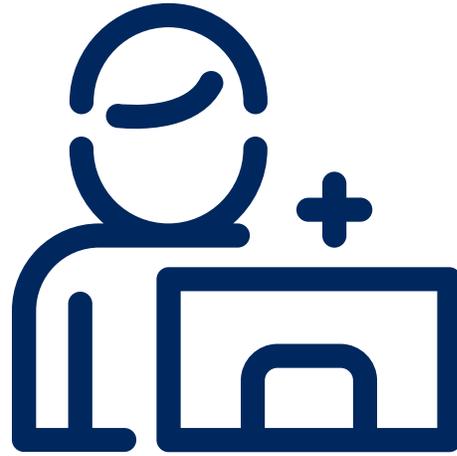


RETURN TO WORK



Introduction

Return to Work is the process of safely supporting and returning employees to the workplace following an absence due to an occupational or non-occupational injury or illness. This is a cooperative process which in addition to the employee, can involve managers, human resources personnel, union members and other members at Humber College. Humber's Return to Work Policy and Procedure outline a framework to ensure that there is an organized approach for returning employees back to work safely, for providing them with appropriate support while they are off recovering and when they return to work, and to document the procedures and forms that are part of the Return to Work process. This brochure is intended to provide employees and their managers with a general overview of the Return to Work process.

Return to Work Process

Tables 1 and 2 summarize the roles and responsibilities of you, your manager, and Occupational Health and Safety Services if you are off work due to an occupational or non-occupational injury or illness.

Return to Work Plan / Modified Duties

Most ill or injured employees can return to some type of work while they are still recovering. You can return to work after your doctor has indicated that it is medically safe for you to do so. This may involve temporary or permanent modification in your job to meet the limitations and restrictions that you may have due to your illness or injury, and may include measures such as reduced work hours, gradual return to work hours, minimal lifting activities, or other modified job duties. A Return to Work Plan will be developed to document your medical limitations and restrictions and the types of modified duties that will be put in place to support you in your recovery and return to work. You or your manager have the option of scheduling a Return to Work meeting to discuss the details of your return to work. If you are unionized, you have the option of requesting a union representative to attend this meeting.

Communication

Communication is important throughout the entire Return to Work process. When you are first aware of your illness/injury and your need to be off sick, you must notify your manager as soon as possible. If you are off sick for more than 5 days, the Senior Abilities and Accommodation Specialist (SAAS) will contact you to have your doctor complete required sick leave documents. These documents are intended to provide the College with information that will generally verify that you have a disability, state how long you will be away sick, indicate when it is safe for you to return to work, and list any medical limitations or restrictions that may need modified duties in the workplace.

Insurance Coverage and Benefits

For occupational injuries or illnesses, all employees are eligible for Workplace Safety and Insurance Board (WSIB) benefits. For non-occupational injuries or illnesses, full-time employees and some other employee groups (e.g. partial load faculty) are eligible for short-term disability and long-term disability benefits.

Privacy & Confidentiality

Your privacy and confidentiality is important to us. Humber College protects personal information in accordance with the Freedom of Information and Protection of Privacy Act. Your personal medical information is kept secure within the Occupational Health and Safety (OHS) office, separate from your personnel file. Only certain information such as limitations and restrictions are shared with your manager or Human Resources Business Partner to assist in determining appropriate workplace accommodations when you return to work.

Questions and Resources

If you have not found the answers you were looking for in this guide, please refer to Humber's Return to Work Policy and Procedure or your collective agreement, or ask your manager, HR or your union representative.

For questions related to a medical leave or an accommodation, you may contact the Senior Abilities and Accommodation Specialist at hiren.patel@humber.ca or 416-675-6622 Ext 4237.

For Human Resources-related questions, such as those related to your available benefits or requesting a record of employment, contact 416-675-5001.

Table 1: Occupational Injury or Illness

When there is an **occupational** injury or illness, the following process would apply:

Time from Incident:

0-24 hours

Employee Responsibilities:

- Seek appropriate first aid or medical care, as needed.
- Inform the manager of any work-related injury or illness as soon as possible.

Manager Responsibilities:

- Ensure that the injured employee is provided with appropriate first aid or medical care.
- Support the injured employee with any immediate accommodations that could be provided.
- Complete the Health and Safety Incident Report and submit to OHS.
- Review the causes of the incident and put appropriate safety measures in place.

Occupational Health and Safety (OHS) Services:

OHS Specialist will:

- Review the incident report and determine if it meets the criteria for reporting to WSIB. If so, notify the Senior Abilities and Accommodation Specialist (SAAS) for follow-up.
- Review corrective measures and contact the manager if needed to further discuss.

Documentation:

Health and Safety Incident Report

Time from Incident:

1-3 days & 4+ days

Employee Responsibilities:

- Complete the WSIB Form 6 and submit to the WSIB.
- If assessed by a physician, have the physician complete the WSIB Form 8.
- Provide documentation to OHS.

Manager Responsibilities:

- Continue to implement required modified duties as needed

Occupational Health and Safety (OHS) Services

1-3 days SAAS will:

- Contact the injured employee to inform them of the WSIB process and provide them with required documentation.
- Complete and submit the WSIB Form 7 to WSIB.
- Review the ability of the employee to return to work

4+ days SAAS will:

- Provide the manager with updates on the employee's limitations.
- Create a Return to Work plan in consultation with employee and manager if modified duties are needed.
- Receive updates from WSIB on the claim status.

Documentation:

For Reportable claims: WSIB Forms 6, 7 and 8

Table 2: Non-Occupational Injury or Illness

When there is a **non-occupational** injury or illness, the following process would apply:

Duration of Leave (# Business Days):

All Days

Employee Responsibilities:

- Notify manager as soon as possible of the absence and expected duration.
- Provide contact details to the manager and keep connected when possible.
- Seek appropriate medical care by a physician or other health care practitioner.
- Add the duration of sick time in HRMS.
- Maintain communication with Humber.

Manager Responsibilities:

- Support the employee by informing them of the sick leave process and resources available through the College.
- Update HRMS on the employee's behalf if the employee is unable to.
- Maintain early and periodic contact with the absent employee.
- Ensure any confidential information shared by the employee remains confidential.
- Remind the employee that if they wish, they can contact a union representative to support and assist them with the process.

Senior Abilities and Accommodation Specialist (SAAS):

- Protect confidentiality of employee's personal and health information provided by the employee or health care practitioners.

Duration of Leave (# Business Days):

1 - 5 days

Employee Responsibilities:

- Provide documentation if requested by manager.

Manager Responsibilities:

- Request documentation if needed and forward this documentation to SAAS.

Senior Abilities and Accommodation Specialist (SAAS):

- Receive documentation, review and file.

Documentation:

Physician's note if requested by your manager

Duration of Leave (# Business Days):

6 - 9 days & 10 or more days

Employee Responsibilities:

- Provide documentation to SAAS by the due date provided, typically within two weeks from the date of absence and ideally before returning to work
- If support is needed to transition back to work, discuss this with the SAAS so that a Return to Work plan can be created.
- Attend Return to Work meetings when requested.
- Arrange for union representation if desired.
- Notify manager and SAAS of any concerns with the return, during a Return to Work Plan, or when changes in abilities or limitations occur.

Manager Responsibilities:

- Notify the employee that the SAAS will be in contact with them and medical documentation is to be forwarded to SAAS.
- Identify and support accommodation measures based on employee's restrictions and limitations.
- Attend Return to Work meetings when requested.
- Regularly check in with the employee and review the status of their Return to Work Plan to help guide the transition back to full duties.

Senior Abilities and Accommodation Specialist (SAAS):

- Contact the employee explaining the process and provide the required form within five business days.
- Maintain supportive communication with the employee through the course of their leave.
- Review documentation and confirm that the restrictions and limitations would support the sick leave benefits.
- Update manager on the duration of the sick leave and details for a return to work.
- Coordinate communication for Return to Work and Accommodations.
- Coordinate Return to Work meetings when required.
- Regularly review the progress of Return to Work Plans.

Documentation:

6 - 9 days: Medical Absence Certificate (MAC)

10 or more days: Short Term Disability (STD) Benefit Form