

Chapter:	Staff Safety and OH&S	Classification:	Public Document
Subject:	Return to Work Program		
For:	Correctional Services	 Authorized by Executive Director	

**1. Policy**

- 1.1 Correctional Services recognizes the need to support employees returning to work following medical related absences.
- 1.2 Correctional Services promotes early return to work for employees through the Return to Work Program.


**2. Guidelines**

- 2.1 The Return to Work Program includes absences due to Worker's Compensation Board (WCB) Claims, Short Term Illness (STI) and Long Term Disability (LTD).
- 2.2 Employees who are absent from work for reasons indicated in 2.1 in excess of 40 scheduled working hours are required to adhere to the requirements of this Return to Work Program policy.
- 2.3 Employees who are absent as a result of STI claims are reported to Morneau Shepell mandatory absence program. Morneau Shepell will case manage all STI claims by communicating with the manager and employee directly.
- 2.4 The unwillingness of an employee to cooperate with the requirements of the Return to Work Program may result in an interruption of benefits.


**3. Procedures**

- 3.1 Employees are required to immediately notify their manager when they will be absent from work.
- 3.2 Correctional Services managers will notify Morneau Shepell using the online portal.

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- 3.3 For Workers Compensation (WCB) claims, the manager will forward all the documentation to the assigned Human Resource Business Partner and WCB.
- 3.4 The Morneau Shepell case manager will work with the employee and the employer to determine a suitable return to work plan.
- 3.5 Employees participating in the Return to Work Program may be required to
  - 3.5.1 provide a Fitness for Work Assessment Form to the Morneau Shepell case manager; and/or
  - 3.5.2 attend appointments with an independent occupational health service for assessment (e.g., IME: Independent Medical Evaluation, FCA: Functional Capacity Assessment).
- 3.6 The Morneau Shepell case manager will coordinate Return to Work Plans for STI with the employee, health care provider(s) and the workplace which may include
  - 3.6.1 modified duties,
  - 3.6.2 modified work schedule, and
  - 3.6.3 will identify a time frame for the plan
- 3.7 WCB will coordinate Return to Work Plans with the employee, health care provider(s) and the workplace which may include
  - 3.7.1 modified duties,
  - 3.7.2 modified work schedule, and
  - 3.7.3 will identify a time frame for the plan
- 3.8 The Correctional Services manager will monitor all Return to Work Plans by
  - 3.8.1 ensuring the employee adheres to the work schedule and restrictions
  - 3.8.2 regularly communicating with the employee regarding the employee's progress
  - 3.8.3 consulting with the Morneau Shepell case manager or WCB regarding any requests for proposed changes

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- 3.9 The Morneau Shepell case manager will monitor the Return to Work Plan by
  - 3.9.1 communicating with the manager regarding any issues that arise
  - 3.9.2 obtaining further information from Health Care Providers, as necessary, regarding the employee's treatment and progress
  - 3.9.3 closing the employee file upon the employee's Return to Work to full duties