



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7572 Managed Rehabilitation: ESP Staff - Illness & Work Related Illness/Injury	Administrative Application	
	Effective:	September 26, 2017
	References:	Saskatchewan Regulations of the Human Rights Code Canadian Medical Association Return to Work Policy Educational Support Staff Agreement Health Information Protection of Privacy Act (HIPPA) Personal Information Protection & Electronic Documentation Act (PIPEDA) SSBA Insurance Policy Workers' Compensation Legislation Saskatchewan Employment Act 2014 ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Application

1. Managed Rehabilitation for Illness Related Absences

The following steps outline employee roles for managed rehabilitation for illness related absences, in accordance with terms in of the Education Support Professional Staff Agreement, Board policy and the Workers' Compensation Act.

a. Reporting an Illness

- i. Enter absence into Atrieve Absence Management system.
- ii. Call the supervisor/administrator to inform them about the illness.
- iii. Record the absence on his/her time sheet in the month in which it occurs.

b. Absence of More Than 3 Days

If the absence is for more than 3 days, and not necessarily consecutive, a Doctor's certificate may be requested at the discretion of the Board (Refer to section 10.5.1 Education Support Professional Staff Conditions of Employment booklet):

- i. If required as per 1(b) above, send the medical note to Human Resource Services for collection and storage as per The Health Insurance and Portability and Accountability Act (HIPAA).
- ii. When the employee returns to work, a medical note may be required to determine capabilities (See – Administrative Application 7571 - Return to Work).
- iii. When returning to work, contact the ESP Administrative Assistant to release the substitute.



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c. Absence of More Than 12 Calendar Days or 9 Working Days

If the absence is for more than 12 calendar days or 9 working days:

- i. Supervisor/administrator or designate may contact Human Resource Services – Human Resource Services Manager.
- ii. Human Resource Services Manager may contact employee and/or execute an in-house medical request form, letter to physician and employee, or release depending on circumstances with employee approval.
- iii. Human Resource Services Manager reviews medical documentation and communicates the return to work (RTW) abilities with the employee, and, if requested, the employee representative.
- iv. If no RTW capabilities or duties are available, the Human Resource Services Manager continue to monitor the situation until there is a return to work for the employee.
- v. When there is a return to work that requires some form of work place modification, the Human Resource Services Manager should be involved.
- vi. The RTW plan is formalized and monitored until successful full return or alternative solution is reached.
- vii. The Atrieve Absence Management system records the absence, and recorded on the employees time card.

d. Absence Beyond 30 Calendar Days

When absence goes beyond 30 calendar days:

- i. The Human Resource Services Manager notifies the Business and Finance Department.
- ii. The Human Resource Services Manager requests required forms.
- iii. Other pertinent benefits may be affected by the absence.

e. Absence Beyond 105 Calendar Days

When an absence goes beyond 105 calendar days (approximately 75 working days):

- i. The employee is removed from payroll and does not receive a salary however; they may be eligible for Long-Term Disability (LTD) benefits.
- ii. All required documents for LTD benefits are completed whenever possible 30 days before the 105 days and submitted to the policy provider and/or insurer for approval.
- iii. The Human Resource Services Administrator may assist the employee in the completion and submission of the Long-Term Disability package.



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- iv. The Human Resource Services Administrator will continue to have contact with the employee and the insurer while the employee is on Long-Term Disability and until a RTW occurs or other solutions identified.
 - f. The Business and Finance Department and/or Human Resource Services or designate will advise and assist the employee to obtain his/her insured benefits and government/sponsored benefits.
 - g. When an employee's utilization rate is over the standard for their employee group and depending on the circumstances, the Superintendent Human Resource Services & the Human Resource Services Manager will meet with the individual to determine an appropriate plan for attendance improvement. This plan may include, but is not limited to:
 - i. An Independent Medical Evaluation or a Medical Review to ensure they are able to meet the needs of their respective position within the school division, or
 - ii. An outline for improving the overall health of that employee.
 - h. When a decision is made to conduct an Independent Medical Evaluation or wellness plan, the Human Resource Services Manager will arrange for such an examination and report at the Board's expense.
2. **Managed Rehabilitation for Work Injury or Illness/Regardless of Absence**
The following steps outline employee roles for managed rehabilitation for work injury or illness, regardless of absence, in accordance with terms in of the Education Support Professional Staff Agreement, Board policy and the *Workers' Compensation Act*.
- a. Reporting Work Injury or Illness
The employee reports work injury or illness by:
 - i. Informing the immediate supervisor and the Human Resource Services Manager the day of injury/illness.
 - ii. Seeking appropriate medical intervention.
 - iii. Advising treating agency of RTW options available at work.
 - iv. Completing the WCB Workers' Report of Injury Form.
 - v. Faxing the WCB Worker's Report of Injury Form to the Human Resource Services Administrator (791-1765)
 - vi. Advising the Human Resource Services Administrator of the need to be off or the ability to return to work as per advice of treating agency. (*Medical Document that advises of restrictions/ability is required*)
 - vii. Contacting the ESP Administrative Assistant and arranges for a substitute, if required.
 - viii. Recording absence on the appropriate time sheet.



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- ix. Contacting the supervisor and ESP Administrative Assistant when able to return to work.
- b. The employee may require medical documentation releasing them for work or a structured RTW plan (Human Resource Services Administrator will assist in conjunction with the Workers' Compensation Board).
- c. Anytime there is a return to work that requires some form of work place modification, the Human Resource Services Administrator must be involved.
- d. The RTW plan is formalized and monitored until successful full return or alternative solution is reached.
- e. The Atrieve Absence Management system records the absence, as confirmed with the time card.
- f. Employee is kept on full salary continuance as outlined in the ESP Conditions of Employment (Refer to section 14.1). If the WCB claim is not approved, salary and/or sick leave storage banks will be adjusted accordingly for a period not in excess of 6 months.
- g. Absence Beyond 30 Calendar Days
When absence goes beyond 30 calendar days:
 - i. The Human Resource Services Manager notifies the Business and Finance Department.
 - ii. The Human Resource Services Manager requests required forms.
 - iii. The absence may affect other pertinent benefits.
- h. Absence Beyond 105 Calendar Days
On approved WCB claims, when the absence goes beyond 105 calendar days;
 - i. The employee is not removed from payroll as per ESP Conditions of Employment.
 - ii. All required documents for Long Term Disability Benefits are to be completed whenever possible, 30 days before the 105th day and submitted to the policy provider and/or insurer for approval.
 - iii. The Human Resource Services Administrator may assist the employee in the completion and submission of the Long Term Disability Package.
 - iv. The Human Resource Services Administrator will continue to have contact with the employee, the insurer and the WCB while employee is on Long-Term Disability and WCB until a RTW is realized or other solutions identified.
 - v. A school division employee can terminate employment after qualifying for a long-term disability benefits "Any and All Provision" and when it is medically known the employee is not likely to recover in order to return to employment. The decision to terminate employment does not impact or affect the employee's disability benefits. This decision allows management to fill permanent positions, avoid



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unnecessary bumping, work unit disruptions and provides the employee with the Board's retirement benefits.