

<p>Personnel and Employee Relations 7574</p> <hr/> <p>Managed Rehabilitation: Instructional Staff – Illness and/or Injury</p>	Administrative Application	
	Last Reviewed /Approved on:	June 18, 2019
	References:	Provincial Collective Bargaining Agreement (Article 7) Saskatchewan Regulations of the Human Rights Code Canadian Medical Association Return to Work Policy The Health Insurance and Portability and Accountability Act (HIPAA) Health Information Protection of Privacy Act (HIPPA) Personal Information Protection & Electronic Documentation Act (PIPEDA) The Workers Compensation Act Saskatchewan Employment Act Local Collective Bargaining Agreement - LINC Policy 12 – Role of the Director
	Status:	Operational

Preamble

When an absence from work is a result of an illness or injury, this application will apply to all instructional staff of the Regina Catholic School Division (RCSD) in accordance with terms of the Local Collective Bargaining Agreement (LINC).

Definitions

1. **Instructional Staff**
Applies to in-school administrators and teachers whose long-term health benefits are with the Income Continuance Plan (ICP). **Effective July 1, 2019 this ICP will be renamed Teachers' Long-Term Disability Plan.** These employees are exempt from the Workers' Compensation Act.
2. **Substitute Teachers**
As of March 6, 2014 Saskatchewan's substitute teachers now have access to the WCB's compensation benefits and services if they are injured on the job. This includes wage replacement, medical and hospital treatment, and vocational rehabilitation if needed. It also provides these employers and workers protection from lawsuits if an injury happens.

Application

1. **Reporting an Illness**
It is the role of the employee to:
 - a. Enter absence into Atrieve Absence Management system.
 - b. Call the supervisor/administrator to inform them about the illness/injury.

- c. Record the absence at the school level.

2. Absence of More Than Three (3) Days

- a. Where, at the discretion of the school division, a Doctor's Certificate has been requested, the employee shall provide the note to the Superintendent of the Human Resource Services for collection and storage as per *Health Insurance and Portability and Accountability Act (HIPAA)*. (It is recommended that teachers use *Form 7-1 Verification of Sickness – Practitioner's Report in Provincial Agreement*).
- b. A medical note may be required to determine capabilities once the employee returns to work.
- c. When the employee returns to work, he/she shall contact the Human Resource Services Manager to release the substitute.

3. Absence of More Than Twelve (12) Calendar Days or Nine (9) Working Days

- a. The Superintendent of Human Resource Services may call upon the Human Resource Services Manager to execute an in-house medical request form, letter to physician and employee, or release, depending on circumstances.
 - b. The Superintendent of Human Resource Services, the employee, administrator and employee representative (if required) may call upon the Human Resource Services Manager to review the medical documentation and communicate the return-to-work (RTW) abilities.
 - c. If no RTW capabilities or duties are available, the superintendent and the administrator continue to monitor until there is a return to work for the employee.
 - d. When there is a RTW that requires some form of work place modification, it should be mutually agreed upon, and the Human Resource Services Administrator may be involved.
 - e. A RTW plan is formalized and monitored until a successful full return or alternative solution is reached.
 - f. Absence is recorded in the Atrieve Absence Management system.
4. When the absence is in excess of their accumulated sick leave entitlement, that employee will be removed from the active payroll and cease to receive salary. An employee will then be eligible to apply for other benefits, such as the Teacher's Long-Term Disability Plan (formerly ICP).
 5. The Business and Finance Department and/or Human Resource Services or designate will advise and assist employees to obtain their insured benefits and government-sponsored benefits.
 6. When an employee's utilization rate is over the average for their employee group and depending on the circumstances, the respective superintendent and/or Superintendent of Human Resource Services will meet with the individual to determine an appropriate plan for attendance improvement. This plan may include, but is not limited to, 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 an outline of actions for improving the overall health of the individual.