



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7574 Managed Rehabilitation: Instructional Staff	Administrative Application	
	Effective:	September 26, 2017
	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) SSBA Insurance Policy Workers Compensation Legislation Saskatchewan Employment Act 2014 ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Preamble

When an absence from work is a result of an illness or injury, this application will apply to all instructional staff in accordance with terms of the Local Collective Bargaining Agreement.

Definitions

- 1. Instructional Staff**
Applies to in-school administrators and teachers whose long-term health benefits are with ICP. These employees are exempt from the Workers' Compensation Act

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 3 Days**
 - a. Where, at the discretion of the Board, a Doctor's Certificate has been requested, the employee shall provide the note to the Superintendent of the Human Resources 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 –*



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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, they contact the Human Resource Services Manager to release the substitute.

3. Absence of More Than 12 Calendar Days or 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, the Human Resource Services Administrator maybe involved.
 - e. An 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 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 system or an outline of actions for improving the overall health of the individual.