

Employee Responsibilities and Procedures for Medical Leaves of Absence

Southern Health-Santé Sud is committed to providing modifications to employment to its employees whenever possible following an injury/illness or disability. In order for this to occur, the employee has certain responsibilities in the process as follows:

1. Employees must report any workplace incident/injury to their immediate supervisor/manager as soon as it has occurred. The Staff Safety Event Report (SER) must be completed as soon as possible for all incidents (within 24 hours) to ensure that corrective action can be taken.
2. Employees must notify their immediate supervisor/manager if seeking medical attention due to the illness/injury as a result of a workplace incident to ensure proper reporting.
3. When seeking medical attention for a workplace injury, an employee can provide their healthcare provider with the Functional Abilities Form (FAF). The FAF is a guideline that can be used to provide the employer with the level of detail required to safely return to the workplace.
4. Any employee who is not capable of returning to the full duties of their position safely due to illness/injury is required to advise their healthcare provider that Southern Health-Santé Sud supports modified duties, when available. The employee is required to promptly provide to their immediate supervisor/manager documentation from their healthcare provider stating capabilities/restrictions.
5. An employee is expected to accept all reasonable work offered, if medically capable of doing so. A refusal to accept alternate employment may impact the employee's eligibility for ongoing benefits.
6. While an employee is off work due to illness/injury, they are required to contact their immediate supervisor/manager as mutually agreed upon to report progress of health status. It is the employee's responsibility (including any costs associated) to provide medical documentation from their healthcare provider to support any continued absence or readiness to return to work.
7. It is the employee's responsibility to provide to the employer a clear understanding of the nature of an illness/injury, restrictions/limitations and prognosis. (Diagnosis not required).
8. An employee must speak directly to their immediate supervisor/manager **before returning to work** in any capacity. Depending on the circumstances, a meeting may occur to assist the employee in their recovery and to develop a safe return to work plan.

9. Southern Health-Santé Sud recognizes medical documentation from the following healthcare professionals as it relates to the nature of the illness/injury:
 - a. Physicians
 - b. Nurse practitioners
 - c. Chiropractors
 - d. Physiotherapists
 - e. Occupational therapists
 - f. Psychiatrists
 - g. Psychologists
 - h. Optometrists
 - i. Dentists
 - j. Podiatrists
 - k. Midwives
 - l. Naturopaths
 - m. Athletic therapists

10. An employee is to coordinate with their immediate supervisor/manager to complete a Request for Leave Form (RFL) and forward the RFL to Payroll/Benefits. This will ensure the start of the Disability & Rehabilitation (Long Term Disability) process.

An employee who is off work may need to complete prepayment of benefit premiums to ensure continuous coverage while on a medical leave of absence. Disability premiums are mandatory to be maintained while off on an *unpaid* medical leave of absence.

While supported by an alternate insurer such as Workers Compensation Benefits (WCB) or Manitoba Public Insurance (MPI), employees are encouraged to also apply as appropriate for Disability & Rehabilitation Benefits through Healthcare Employee Benefits (HEB), Canada Life (CL) or Civil Service Superannuation Board (CSSB) as not all benefits may be covered by one insurer (ie. health and dental benefits, pension accruals).

The above responsibilities are intended to ensure that communication takes place while employees are away on a medical leave of absence , thereby facilitating an early safe return to work.

Employee Signature

Date

Witness & Title

Date