

ADMINISTRATIVE MANUAL

Policy

TITLE:	Attending Physician's Report and Sick Leave Benefits	NUMBER:	1006.0
Sponsor:	Occupational Health, Safety and Wellness	Page:	1 of 6
Approved by:	Executive Leadership Team JOHSC	Approval Date:	Feb. 23, 2018
		Effective Date:	Feb. 23, 2018
Applies To:	All Employees		

PREAMBLE

The IWK Health Centre is committed to providing consistently high-quality care to the public and to ensuring a healthy workplace. As such, it recognizes the importance of managing health-related absences. This policy will provide guidance on obtaining all the appropriate information required in order to make effective case management decisions and formulate return to work plans.

GUIDING PRINCIPLES AND VALUES

This policy is intended to achieve effective disability management by:

- Recognizing that early intervention is key in reintegrating employees with medical conditions/restrictions back into the workplace.
- Recognizing that work is instrumental to an individual's life balance and the sooner an employee can return to work the more positive the result.
- Initiating early intervention strategies resulting in the expeditious return to work of valuable human resources, thereby minimizing the economic and emotional impact on the Employee.
- Providing accommodations on an individualized basis, thereby enhancing the individual's work opportunities and utilizing their skills and abilities, while ensuring that workplace standards are met.

PROTOCOL

Note: These are general guidelines only, not intended to provide step-by-step sequential process. Each situation is unique and may create differences in approach. Due to the variety of circumstances of each individual, it is recommended that consultation among the Manager, Employee, Human Resources and Occupational Health, Safety & Wellness (OHSW) is constant throughout the entire process.

1. Employee

- 1.1. Reports any absence from work due to illness/injury to his/her department according to departmental notification process.
- 1.2. Regardless of available sick leave in the Employee's bank, notification and completion of an Attending Physician's Report (APR) is required for all absences due to illness or injury which are greater than 5 consecutive shifts. Failure to provide an APR supporting the absence from the workplace due to illness/injury will be considered Absent without Leave.
- 1.3. Obtains an APR form from his/her department, OHSW, or the IWK Health Centre Intranet site.
- 1.4. Ensures the APR form is fully completed before handing it in to OHSW
 - Section A – completed by the Employee
 - Section B – completed by the Attending Physician, Nurse Practitioner, Midwife or Medical Specialist
- 1.5. Submits new and/or updated medical information to OHSW:
 - When greater than 5 consecutive shifts have been missed due to illness/injury
 - And every 30 days or as directed by OHSW for continued benefit
- 1.6. Participates actively in the treatment plan recommended by the care provider.

2. Manager

- 2.1. Provides the Employee with information regarding the departmental illness/injury notification process and APR form to be completed and submitted.
- 2.2. Advises the Employee of the APR requirement when a sick/illness call is received.
- 2.3. Areas using a voicemail system to take sick calls are to include a reminder of the APR requirements on the voicemail message.
- 2.4. When no notification from OHSW is received regarding the receipt of the APR within the designated time, the Manager is responsible for coding the absence appropriately.

- 2.5. Ensures Time-keeper is aware and appropriately adjusts pay sheets when the APR is received.
- 2.6. Supports the Employee in any recommendations (when possible) received from OHSW when it is time for a return to work.

3. Return to Work (RTW) Consultant

- 3.1 Receives APR form when submitted by Employee and adjudicates leave. This process can take up to 5 days to adjudicate once received.
- 3.2 Notifies Manager when the APR is received and whether or not the leave is approved or denied. If approved, a return to work or reassessment date should be provided. If the Manager does not hear from OHSW, then no medical documentation (APR) was received. The Manager should then follow up with the Employee.
- 3.3 If APR is received, and additional medical information is required, the RTW Consultant will request additional medical information from treatment providers following a conversation with the Employee.
- 3.4 Works with all involved parties to develop and administer accommodation plan when applicable.
- 3.5 Works with the Employee, Manager, Care Providers and other appropriate individuals as required for a timely return to work.
- 3.6 Communicates with the Manager when an Employee is returning to work or if they are remaining away from work. No confidential medical information is shared with the Manager.
- 3.7 Notifies benefits when an Employee is put on an approved leave, and also when they are ready to return to work.

4. Occupational Health Physician

- 4.1 Reviews medical information at the request of OHSW on a case by case basis. Requests additional medical information when required.
- 4.2 Works with OHSW to ensure timely and safe return to work.

5. Workplace Community

- 5.1 Contributes to a supportive and valuing work environment and assists co-workers who require workplace accommodation to facilitate a successful return to work.
- 5.2 May assume different roles or responsibilities in the workplace to support and/or facilitate an appropriate accommodation initiative. This can include changes to duties, changes to schedules, or changes in the workload.

5.3 Obligated to respect the right to accommodation for the individuals being accommodated in the workplace.

PROCEDURE

If an employee is unable to report to work due to illness/injury the following steps will be taken in sequence.

1. He/she informs their Manager and/or delegate of absence.
2. The Manager obtains the following information:
 - Reason for absence - i.e. sick leave, work-related injury, family illness, etc.
 - Expected return to work date. If the absence is expected to be greater than 5 consecutive shifts then the Manager educates the Employee on the expectation to submit an APR.
 - The Manager informs the Employee of the consequences of failure to submit the completed form on the advised date
3. The Employee is expected to submit a completed APR form to OHSW when lost time is greater than 5 consecutive shifts.
4. OHSW RTW Consultant receives the APR and adjudicates the leave. The Manager is then advised if the leave is approved or denied via phone or email. **If the leave is not approved, the Employee will be contacted by the RTW consultant. If the Manager has not been contacted by OHSW, this means an APR was not received.**
5. The RTW Consultant determines whether case management of absence is required. Case management is not required for straightforward illness/injury/surgery where:
 - The absence is for a short period
 - The Employee anticipated return to work date is as per form
 - No modified duties are required
6. In all other cases, the RTW Consultant performs case management duties until a return to work date has been identified by the treatment provider. Employees are required to submit an additional APR every 30 days of continued absence or as directed by OHSW.
7. RTW Consultant contacts the Manager regarding the return to work date and identifies transitional duties if they are recommended (see Policy #1007.0 – *Modified Work & Accommodation for Employees*).

REFERENCES

[Terms and Conditions of Employment for Non-Union and Management Employees](#)

RELATED DOCUMENTS

Policies

Attendance Support Policy – 1004.0

IWK Modified Work and Accommodation Policy – 1007.0

Forms

Attending Physician's Report (General & Mental Health)

[H:\OCC_HLTH\FORMS\APR Form GENERAL - dtt Feb 2018.pdf](#)

Attending Physician's Report (Pregnancy)

[H:\OCC_HLTH\FORMS\APR Form PREGNANCY Feb 2018 dtt.pdf](#)

Brochures

Occupational & Non-occupational Disability Benefits Brochure

[H:\OCC_HLTH\FORMS\Brochure Sick Benefits dtt 2016.pdf](#)

District Health Authority/IWK Policies Being Replaced

(Please List)

Version History

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
February 2018	