

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: ILLNESS AND DISABILITY MANAGEMENT**

**Applies to:** All Personnel

**Effective/Revision Date:**

November 23, 2009  
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November 29, 2010  
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April 25, 2016  
December 12, 2016  
May 7, 2018

In addition to the following procedures, disability and injury preventative procedures are outlined in numerous other Pathways Abilities Society procedures.

#### **Illness/ Sick and Unable to Work Activity Service, ICO, Social Ventures**

1. Call the Activity Supervisor at 778-484-4490 **as soon as possible**. Leave a message if there is no answer. Do not leave a message with a coworker.
2. Employees who become ill and are unable to work during their shift must inform their immediate supervisor.
3. Call each day you are ill.
4. If the illness extends past three days a doctor's Certificate of Health form with a job description attached maybe required before returning to work however depending on the severity and/or type of illness a certificate maybe required for less than three days. Contact your supervisor for clarity and/or to obtain the forms (they can be emailed).
5. If the Certificate of Health form indicates that job duties need to be modified for a time period in order to return to work, notify your immediate supervisor who will notify the executive director or designate.
6. After five days of illness, the supervisor notifies the executive director or designate that the person has been off for five days (see procedure below).

#### **Illness/ Sick and Unable to Work Evening and Weekend Shifts (typically homes)**

1. Employees who become ill and are unable to work during their shift must inform their immediate supervisor. On weekends call the on-call emergency number.
2. If you know you are going to be ill Monday to Friday before 3:00 pm call the Activity Supervisor at 778-484-4490. Do not leave a message.
3. If you know you are going to be ill Monday to Thursday after 3:00 pm call the Residential Supervisor.

4. If you know you are going to be ill on a Friday after 3:00 pm, Saturday and/or Sunday call the home and notify the staff. If possible work with the staff to cover the shift referring to the Casual Call-in procedure. If not call the on-call emergency number.

5. Call as outlined above each day you are ill.

6. If the illness extends past three days a doctor's Certificate of Health form with a job description attached maybe required before returning to work however depending on the severity and/or type of illness a certificate maybe required for less than three days. Contact your supervisor for clarity and/or to obtain the forms (they can be emailed).

7. If the Certificate of Health form indicates that job duties need to be modified for a time period in order to return to work, notify your immediate supervisor who will notify the executive director or designate.

8. After five days of illness, the supervisor notifies the executive director or designate that the person has been off for five days (see procedure below).

### **Procedure for all permanent employees who are sick in excess of 5 days**

1. The executive director or designate:

- Submits a referral to the Disability Management Institute (DMI) if it is an illness and workplace injury.
- Liaises with DMI to support the person to return to work as soon as possible.
- Enter the information in the Staff off Sick Modified/Duties ShareVision list and notifies the person's immediate supervisor that the information has been entered.

2. The immediate supervisor:

- Monitor's the return date or date a new doctor's note is required.
- Follows up with the person prior to the return date stated on the doctor's note to determine if they are returning. If not, the person obtains a new note and provides the executive director with a copy.
- Notifies the executive director or designate of the person's status.
- Notifies the Community Placement Developer-Scheduling and ensures the person's shifts are covered.

3. The executive director or designate:

- Maintains and updates the Staff off Sick Modified/Duties ShareVision list.
- Concludes the Staff off Sick Modified/Duties ShareVision list.

4. The process and application for Long Term Disability (LTD) benefits are completed by DMI.

### **Injury or Medical Emergency**

Please see the Injury and/or Medical Emergency procedures.