ADAPT AND CUSTOMIZE THIS RETURN TO WORK POLICY TO REFLECT YOUR ORGANIZATION’S SPECIFIC NEEDS. MAKE SURE TO FOLLOW ALL APPLICABLE PROVINCE SPECIFIC REGULATIONS AND GUIDANCE.

Purpose
This policy is in place to ensure provides meaningful work activity for employees who are temporarily unable to perform part or all of their regular work assignments or duties. This policy applies to employees suffering from either work-related or non-work-related injury or illness. The goal is to allow valued company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Studies show that a well-constructed return to work policy reduces lost time away from work, allows workers to recover more quickly and makes for a more positive work environment.

Scope
All active employees who become temporarily unable to perform their regular job due to a work-related or non-work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:
- Changed duties within the scope of the employee’s current position
- Other available jobs for which the employee qualifies outside the scope of his or her current position
- An altered schedule of work hours

Definitions
- **Transitional duty** is a therapeutic tool used to accelerate injured employees’ return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though permits multiple, consecutive 90-day assignments if it is medically warranted.
- **Alternate duty** is a part of ’s Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

Applicability

Qualification
Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based on completion of the Return to Work Evaluation Form by the employee’s attending medical professional. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee’s limitations within the department. will also comply with any another required standards concerning return to work, including any obligation to re-employ requirements.

Length of Duty
If work is available that meets the limitations or restrictions set forth by the employee’s attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light duty is a temporary program, and an employee’s eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

Daily Application
An employee’s limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

Responsibilities

The following responsibilities apply to various levels within the company.

- **Senior management** will ensure the policy’s enforcement on all levels and will actively promote and support this policy and the Return to Work Program as a whole.

- **Supervisors** will support the employee’s return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the physician’s set restrictions. Supervisors will also stay in regular contact with absent employees and communicate attendance expectations clearly. They are also responsible for reporting any problems with employees and this policy to the return to work manager or program supervisor.

- **Injured or ill workers** will notify their supervisors in a timely manner when their condition requires an absence. They will closely follow their physician’s medical treatment plan and actively participate in the Return to Work Program, which includes following all the guidelines of this policy. Injured employees will also help supervisors identify potential options for transitional duties that they discover. While supervisors are responsible for maintaining constant communication with the injured employee, he or she also has the obligation to maintain contact with about his or her condition and status. The injured worker will complete all the required paperwork in a timely manner.

- **The Return to Work Program Manager** will be trained in understanding the physical and psychosocial aspects of disability and will also understand the nuances of the Return to Work Program, policies and all associated forms. This individual will be able to testify in court as a vocational expert if necessary. He or she will provide program leadership by facilitating communication between union officials, employees, managers and medical providers. This manager will own the responsibility of creating the Job Bank and will assist supervisors with on-site problem solving.

Procedure

**Work Schedule**

will do everything in its power to tailor the restricted work schedule to the injured employee’s normal, pre-condition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.

**Payment of Wages**

If qualified authorities determine an employee’s injury is work-related, will work in accordance with the province’s workers’ compensation statute.

**Communication Expectations**

If an employee is unable to work in any capacity, the employee must stay in constant communication with the Return to Work Program Manager and the direct supervisor. Each must receive an update of the employee’s medical status on at least a weekly basis.

**Medical Appointments**

does not allow employees to schedule medical appointments that interfere with working hours. Employees may use time off for medical appointments if they have it available and if they coordinate the absence in advance with their supervisor. Non-emergency medical appointments not scheduled in advance may be cause for denial of time off.

The employee’s physician must complete the Return to Work Evaluation Form for each visit to evaluate the impairment. It is the employee’s responsibility to inform of his or her medical status after each doctor visit. This applies to both work-related and non-work-related injuries and illnesses that interfere with assigned duties.

**Employee Procedures**

- In the event an injury or illness is work-related, report it to your supervisor immediately, or no later than the end of the shift on which the injury occurs.

- Complete and sign a Report of Injury Form.
- Let your supervisor know that you are seeking medical treatment and obtain a Return to Work Evaluation Form. The Return to Work Evaluation form must be completed for each practitioner visit regardless of your choice of physician and regardless of whether the condition is work related or not.

- Participate in the Return to Work Program on temporary transitional work for up to 90 days while your physician and supervisor continuously review your condition.

Refusal to Participate

If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who unreasonably choose not to participate in the Return to Work Program or follow all regulations in this Return to Work Policy may receive reduced provincial workers’ compensation benefits.
Return to Work Policy

’s primary goal is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The company is committed to customizing return to work programs based around the individual’s physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform your full job duties.

Prior to working on any job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:
- Purpose
- Scope
- Definitions
- Applicability
- Responsibilities
- Procedure
- Refusal to Participate

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Return to Work Policy.

I am aware of and have read ’s Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize ’s expectations of me during my recovery. I also know that reserves the right to pay less than my full-duty rate during transitional work if it is justified.

I understand that if I unreasonably choose not to participate in the Return to Work Program or follow this policy’s guidelines, I may receive reduced provincial workers’ compensation benefits.

Employee Signature: __________________________________________

Date: ____________________________

CEO/President/Safety Committee Chair: __________________________________________

Date: ____________________________