



Disability and Health Recovery Support Program Procedure	
Parent Policy: Disability and Health Recovery Support Program Policy	
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Procedure Administrator: Manager of Health, Safety & Wellness	Review Period: December 2023
Associated Documents: Attending Physician Assessment Wellness Intake Form Fitness to Work Modified Work Offer Disability Management Guide	

PURPOSE

This procedure establishes the framework for Red Deer Polytechnic (RDP) employees on reporting, identifying, treatment, referral and follow-up of an illness or injury that seriously or continuously affects their job performance.

PROCEDURE

1. The employee communicates with their direct supervisor on the first day of any absence in accordance with their school/department/division's procedure.
2. On the sixth consecutive day of absence, the Short Term Disability process begins. The supervisor will notify the RDP Occupational Health Consultant (OHC) of an employee's absence by telephone or email. If an employee has a planned or scheduled medical treatment where the absence may extend beyond the parameters of RDP's casual sick leave, the employee is to notify the OHC and their supervisor prior to their leave.
3. The OHC contacts the employee to assess illness or injury, to establish the reasons for the absence, and to determine what written statements from a duly qualified practitioner may be needed in order to evaluate the employee's fitness to work status.
4. The Disability Management process will be outlined to the employee.
5. The employee will complete a Wellness Intake Form and provide an Attending Physician's Assessment Form from their duly qualified practitioner certifying that any such absence is medically warranted and allow the OHC to liaise with the employee's Health Care Provider(s) regarding their absence.

6. The OHC will review the submitted application to adjudicate the Short Term Disability claim. RDP may request additional medical information to support a Short Term Disability claim as outlined in the appropriate Collective Agreement or Exempt Terms and Conditions.
7. The OHC coordinates treatment and rehabilitation with the employee and liaises with the supervisors(s) on the employee's status and return to work (on-going).
8. Where appropriate, the supervisor is encouraged to keep communication with the employee, regarding non-medical related topics, to maintain and strengthen the supervisor/employee relationship.
9. The injured or ill employee shall notify the OHC before they return to work. The employee may be required to provide written statements of medical clearance from a duly qualified practitioner as outlined in the appropriate Collective Agreement or Exempt Terms and Conditions. If light or modified duties are an option to regular duties, RDP may require an examination by a physician to recommend the appropriate work assignment.
10. On the 45th day of absence, the OHC may prepare for Long Term Disability coverage. The employee, a representative from People & Culture, and the duly qualified practitioner complete Long Term Disability intake forms. The completed forms are then sent to the carrier for adjudication regarding eligibility for coverage under the Long Term Disability Plan pursuant to the terms of that plan.
11. On the 90th day of absence, RDP Short Term Disability compensation ceases and, subject to approval by the carrier, Long Term Disability benefits begin for the employee. The carrier will manage the claim and continue to liaise with the RDP OHC.
12. An employee that is granted Long Term Disability benefits by the carrier shall receive coverage for a maximum of two consecutive calendar years. Once the maximum Long Term Disability compensation has been reached, actions taken will be in accordance with the provisions of the employee's Collective Agreement or Exempt Terms and Conditions.

Notes

1. Costs, if any, incurred by the employee to obtain requested certificates from a duly qualified practitioner are reimbursed to the employee by People & Culture.
2. The OHC will communicate to Payroll the status of the employee throughout an absence to ensure pay fields/tracking is updated as appropriate.
3. The supervisor is to maintain communication with their representative from People & Culture's Employee and Labour Relations to discuss the needs of the school/department/division while an employee is absent.
4. Disability benefits entitlement is a contractual agreement, and each case will be reviewed individually.
5. It is the responsibility of the employee while receiving disability benefits, to notify the RDP OHC of all absences from home greater than three days in duration, such as vacations or trips. Failure to follow the above procedure may result in cancellation of disability benefits.
6. At anytime in the process, an employee may return to work to modified or full duties. The OHC will direct and facilitate the process accordingly.

7. Application of disability benefits and participation in the Modified Work Program is pursuant to the employee's Collective Agreement or Exempt Terms and Conditions. Each case is reviewed individually.
8. Employees returning to RDP after leave will have their rate of pay determined in accordance with their Collective Agreement or Exempt Terms and Conditions and the position retained.
9. If accommodation is required, all parties must participate in the process. An employee seeking accommodation has the duty to accept a reasonable accommodation and inform RDP of any changes or if the need for the accommodation ends.

DEFINITIONS

Absence: not present at a usual or expected place

Casual Sick Leave: continued absence from Red Deer Polytechnic for up to and including 5 days in duration.

Collective Agreement: terms and conditions that apply to the contract of employment in one of Red Deer Polytechnic's three constituency groups: AUPE, CUPE and FARDC

Disability: a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits a person's ability to engage in certain tasks or actions or participate in typical daily activities and interactions

LAPP: Local Authorities Pension Plan

Long Term Disability: commences after 90 days of continued absence; form of insurance that replaces employee income if a disability creates a barrier for work completion

Modified Work: changes to a job task, function, workload, work environment, workday while an employee recovers from disability

Occupational Health Consultant (OHC): the designated RDP case manager responsible for coordinating discussions with the employee, supervisor, and People & Culture regarding an absence and/or disability

Short Term Disability: continued absence from Red Deer Polytechnic for more than 5 days, but less than 90 days; form of insurance that replaces employee income if a disability creates a barrier for work completion