

HUMAN RESOURCES

SECTION H

**DISABILITY AND ILLNESS
PREVENTION AND MANAGEMENT**

Section H

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Horizons Centre	<p style="text-align: right;">Section H: Disability and Illness Prevention and Management Human Resources</p>
Policy H1:	Disability and Illness Prevention
Policy:	Horizons Centre shall provide health and safety training and employee health programs to help prevent employee illness and disabilities.
Guiding Principle:	Horizons Centre recognizes that by offering health and safety training/programs, it will help reduce employee absenteeism.
Cross Reference	
Date Approved	January 22, 2008
Revised Date	March 9, 2015

Horizons Centre	<p style="text-align: right;">Section H: Disability and Illness Prevention and Management Human Resources</p>
Procedure H1:	Disability and Illness Prevention
Procedure	<p>Horizons Centre will provide:</p> <ul style="list-style-type: none"> • health and safety training as required • time off with pay for immunization (with pre-approval) • an Employee Assistance Program through the agency benefits plan • modified work plans(duties and/or hours)
Date Approved	January 22, 2008
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Horizons Centre	<p style="text-align: right;">Section H: Disability and Illness Prevention and Management Human Resources</p>
Policy H2:	Disability and Illness Management
Policy:	<p>Horizons Centre will have a plan to assist employees who have been ill or disabled in returning to their full duties.</p>
Guiding Principle:	<p>Horizons Centre recognizes the benefit to the agency as well as the employee to successfully return to work as soon as possible.</p>
Cross Reference	
Date Approved	January 22, 2008
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Horizons Centre	<p style="text-align: right;">Section H: Disability and Illness Prevention and Management Human Resources</p>
Procedure H2:	Disability and Illness Management
Procedure:	<p>Employees off due to disability or illness (5 or more days) will:</p> <ul style="list-style-type: none"> • notify their immediate supervisor upon receiving any information concerning their disability, illness, or recovery • notify their immediate supervisor as to their expected return to work date • provide a physician's and/or specialist's note stating their ability to return to work and/or any modifications to job duties if required <p>REHABILITATION AND RECOVERY</p> <p>Rehabilitation and recovery may be monitored through:</p> <ul style="list-style-type: none"> • medical information • independent medical assessments • counselling and organization assessments of the employee's work abilities and limitations <p>Employees may be required to authorize the release of all medical information required for the assessment completion and monitoring of their recovery.</p> <p>RETURN TO WORK</p> <p>Return to work plans may include the following strategies:</p> <ul style="list-style-type: none"> • modified job duties • job accommodations • work hardening • reassignment • transitional work • reclassification • training - this may include job training for the employee as well as awareness training for fellow employees <p>Employees will be expected to participate in a return to work assessment plan, following doctor's prescribed description of abilities and limitations.</p>
Date Approved	January 22, 2008
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Horizons Centre	<p style="text-align: right;">Section H: Disability and Illness Prevention and Management Human Resources</p>
Procedure H2:	Disability and Illness Management (continued)
Procedure:	<p>RETURN TO WORK (continued)</p> <p>Every effort will be made to respect the confidentiality of the employee who has been ill or disabled.</p> <p>Employees have an obligation to cooperate with the organization and the terms and conditions outlined by the insurance carriers.</p> <p>If modified duties are not possible, the employee may be temporarily placed in a job appropriate for their abilities and limitations.</p> <p>If it is determined that the employee will not be able to return to their regular job, the employee will be placed in a position that is appropriate for their abilities and limitations. If such a position is not available, employment may be terminated.</p>
Date Approved	January 22, 2008
Revised Date	